

## POSITION DESCRIPTION

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**TITLE:** Area Coordinator for New and Transfer Student Orientation - (Exempt)

### **Collective Bargaining - Ineligible - Managerial**

**Definition** - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

**This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.**

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### **JOB SUMMARY:**

The Area Coordinator is a 12-month, full time, live-in professional staff member in the Office of Student Life (Residence Life and Student Activities). The Area Coordinator has dual reporting responsibilities to the Assistant Directors of Student Activities and Residence Life. The Area Coordinator will be responsible for assisting with all facets of a residence life program designed to foster the development of almost 1500 residential students, as well as coordinating the orientation program within the Office of Student Activities. The Area Coordinator will directly supervise undergraduate residence hall coordinators and indirectly supervise the undergraduate resident assistant staff in the assigned residential area. The Area Coordinator will coordinate aspects of new and transfer student orientation and participate fully in the projects and activities of the division of Student Affairs and the College.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Responsible for following the ACUHO-I Standards and Ethical Principles for College and University Housing Professionals, the ACPA Statement of Ethical Principles and Standards, and State and Federal laws.
- The incumbent is considered “essential staff” during inclement weather and other emergency situations. When required, the staff member will be available, visible, and accessible on-campus to provide services as needed and as directed by the Director of Residence Life or the Dean of Students.
- Serves as a member of the On-call professional staff, which responds to after hours concerns on a rotating basis.

The following responsibilities for the Area Coordinator will be reviewed annually and modified based on departmental need (this list is not exhaustive) and reviewed annually.

## **Position Description**

### **Area Coordinator for New and Transfer Student Orientation**

#### **Page 2**

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- Assists with staff training and on-going in-service workshops of the resident assistants and orientation leaders.
- Assists with student staff recruitment and selection.
- Assists with all housing operations, including openings, closings, inventory of furnishings and equipment inspections, distribution of keys, room selection, room changes, housing assignments, etc.
- Participates in the development and review of student policies and procedures.
- Participates and facilitates campus activities for Office of Student Life.

The following responsibilities are managed by the Area Coordinator for their assigned residential area.

- Directly supervises residence hall coordinators and indirectly supervises resident assistants; assists with the staff evaluation process and academic monitoring of staff as needed.
- Assists with coordination of programming efforts; approves and monitors RA/RHC programming expenditures.
- Provides individual and small group counseling, advising, and roommate mediations as needed. Must be able to appropriately maintain confidentiality.
- Coordinates student conduct cases within the assigned residential area; assists with conduct board hearings as necessary.

The following responsibilities are managed by the Area Coordinator as the collateral assignment within the Office of Student Activities: New and Transfer Student Orientation.

- Recruits, hires and retains the orientation leader team for the SOAR (summer), fall and spring orientation programs.
- Collaboratively trains orientation leaders.
- Contributes to the New Student Experience Committee.
- Assists with the planning and execution of SOAR (summer), fall and spring orientation programs.
- Facilitates the extended orientation program, maintaining key points of contact and providing ongoing introductory experiences to new students through the first academic year.
- Some evening and weekend hours will be required throughout the year based on the schedule for student activities programs.

#### **MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree, Master's degree preferred.

**Position Description**  
**Area Coordinator for New and Transfer Student Orientation**  
**Page 2**

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- Experience: Relevant experience working in Housing or Residence Life (as a resident assistant, residence hall coordinator or hall director) or in Student Activities (as an orientation leader or activities coordinator).
- Ability to supervise students.
- Excellent written and verbal communication skills; and strong advising skills.
- Flexible schedule.
- Ability to work independently and as a member of a team.
- Commitment to student development, student learning, and promoting an understanding of the value of diversity in the College community; understanding of the special mission of a residential, liberal arts Honors College.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.