AREA COORDINATOR POSITION DESCRIPTION
2011 - 2012

GENERAL INFORMATION
Wittenberg University is a private four-year college affiliated with the Lutheran faith tradition with an enrollment of approximately 1800 students. Designated as a national liberal arts college, Wittenberg University recruits students from all regions of the United States and many foreign countries. The campus is situated on 70 acres of rolling hills in Springfield, Ohio and is easily accessible from Columbus and Dayton.

RESIDENCE LIFE INFORMATION
Approximately 1,000 students live in six coeducational residence halls and one female residence hall on campus. All halls house upper-class and first-year students. Area Coordinators supervise a student staff including Resident Advisors, and in some areas, a Community Advisor. Community Advisors are students who have been RAs for at least one year who assume additional responsibilities for the administration of the residence hall program. Area Coordinators work in conjunction with Resident Advisors and Community Advisors to provide living environments that promote academic and social success.

AREA COORDINATOR RESPONSIBILITIES
The Area Coordinator at Wittenberg has primary responsibility for the management of the residence halls. The Student Development staff is dedicated to student growth and development outside of the classroom and considers Residence Life an integral part of this learning experience. In supporting the learning environment, the Area Coordinator is a role model, a facilitator, a leader, and an essential person in the effective operation of the residence life program. Wittenberg is dedicated to the professional development of area coordinators and, thus, collateral assignments are part of this position based on the needs of the University and the talents and desires of the ACs. This on-campus, live-in position can be demanding of personal time during peak periods. The duties of the Area Coordinator may vary in each area, but the following are uniform expectations and responsibilities:

- **Staff Responsibilities**: Supervise, train, and evaluate student staff. This includes weekly meetings with Resident Advisors and Community Advisors both individually and collectively.

- **Student Outreach**: Establish personal contact with students in order to adequately address student needs and concerns by remaining visible, approachable, and active in the halls.

- **Administration and Management**: Maintain general operation of one or two residence halls, including attention to significant administrative detail, budget management, assessment of both physical environment, and communication with the custodial staff. Engage with other campus departments and personnel in the administration of primary and collateral duties. Sit on university committees where appropriate.

- **Leadership and Programming**: Encourage the leadership development of students, advise Hall Government, facilitate creative programming with student staff and hall government and implements the First Year Experience (FYE) residential program designed to support first-year students as they transition to the rigors and responsibilities of university life. Also share in the implementation of the Witt Wednesday, and alcohol-free weekend programming series.
• **Counseling and Crisis Intervention**: Provide assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to other professionals when appropriate. Assist in crisis situations.

• **Policy and Discipline**: Understand, support, and enforce campus regulations in a developmentally appropriate context; conduct educational disciplinary meetings; and assign appropriate sanctions. Support resident advisors in the enforcement of policy and discipline.

• **Duty Coverage and Accessibility**: Serve as on-call contact for campus emergencies; generally one out of every four weeks. Provides in-hall duty coverage during open break periods. Maintain scheduled office hours in each hall.

• **Other Responsibilities**: Participate in Residence Life/Student Development administrative tasks, including the duty schedule, professional and student staff selection, staff development, Housing Lottery and RA Orientation.

**SUPERVISOR**
Reports to the Associate Dean for Residence Life.

**QUALIFICATIONS**
Master’s degree in student personnel or related field preferred. At least two years residence life experience required. Candidates should have a commitment to and an understanding of a liberal arts education and diversity at a church-related college.

**BENEFITS INCLUDE:**
A furnished apartment (including utilities) and liberal board plan, salary of $30,000 for 12 month position, professional development funding and opportunities. Pets meeting specific guidelines are allowed. Wittenberg University provides a comprehensive benefit package for employees.