



Area Coordinator

POSITION: Area Coordinator
SUPERVISOR: Director of Residence Life
DEPARTMENT: Student Affairs

GENERAL JOB DESCRIPTION

The Area Coordinator reports to the Director of Residence Life as a professional on-call staff member living on-campus. The Area Coordinator directly supervises a staff of approximately twenty students. The Area Coordinator serves on the Administrator-On-Call rotation to assist the student and professional staff in incidents during the work day as well as after-hours and on weekends.

MAJOR DUTIES AND RESPONSIBILITIES

Administrative/Time Management

- Record and report information as outlined on departmental and area-specific forms (inventories, work requests, Incident Report, weekly reports, surveys, etc.). Complete other paperwork as required and directed by the Director of Residence Life or designee
- Communicate student concerns and area related information with the central office in a timely manner
- Complete administrative forms related to financial transactions and programming activities
- Serve as liaison between staff, residents, and Residence Life staff
- Manage programming budgets and allocate funds

Crisis Intervention

- Participate in the rotating on-call system for campus, responding to student concerns and emergencies during days, evenings, and weekends including times when the university is closed
- Use department protocol to respond to crisis or emergency situations which include providing guidance to paraprofessional staff and students
- Provide appropriate post-crisis referrals and follow-up with students and staff; encourage Resident Assistant support for these staff and students by serving as a resource

Housing Operations

- Assist in the preparation of buildings prior to and during check-in
- Report and track maintenance and housekeeping problems in residential spaces or in common areas

Departmental Involvement

- Attend all departmental wide meetings and occasional campus-wide meetings as required
- Attend and participate in all professional staff training

Reviewed by HR on 04/2022



- Summer duties may include supervising summer Resident Assistant staff, coordinating efforts of summer programming activities, and planning for the academic year
- Collaborate with other Departmental and University Offices including, but not limited to Campus Security, Counseling and Wellness, Student Engagement, Career Services, Murphy Academic Support Center, Equity, Access, and Opportunity Office, Office of Disability Services, and the Health Center
- Represent the University at on-campus and off-campus events
- Participate in Student Affairs Division-wide initiatives including, but not limited to assessment, student outreach, and staff hiring procedures
- Develop and maintain relationships with residents and university personnel
- Serve on university committees as assigned by the President
- Other duties as assigned

QUALIFICATIONS/SKILLS FOR THE JOB

Minimum Qualifications:

- Bachelor's degree required
- Residence Life experience preferred
- Apparent dedication and passion of Student Affairs

Preferred Qualifications:

- Master's degree in College Student Personnel, Higher Education, Counseling or another related field
- Evidence of active involvement in university life preferred

Compensation and Benefits:

- This is a full-time, twelve-month, live-in appointment on-campus
- Salary is commensurate with experience
- The Area Coordinator will be provided with a residential apartment or house on-campus which is a requirement of the position

KEY COMPETENCIES

Interdependence: Fosters collaboration

Communication: Strong decision making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative work environment by bringing diverse people and ideas together.

Reviewed by HR on 04/2022



Entrepreneurship: Influences and inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

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