

**Professional Employment
UNIVERSITY OF MAINE**

JOB DESCRIPTION FORMAT

Title: Area Coordinator

Date: July 1, 2019

Dept: Residence Life

Reports To: Assistant Director of
Residence Life or designee

Qualifications:

Required:

Master's degree in Higher Education or similar field.

3-5 years of relevant professional experience

Experience living in a residence hall environment

Preferred:

Purpose:

As a member of the Residence Life staff, each Area Coordinator (AC) is also a professional staff member within the Division of Student Life at the University of Maine. ACs are full-time, live-in staff members, supervising graduate assistant staff members and a staff of Resident Assistants (RAs), while managing all aspects of a large residential area housing 900+ undergraduate students. Assigned complexes for the Area Coordinator vary in physical size and structure of the buildings, the nature of the residential student population, and the programmatic emphasis.

The AC creates and manages a comprehensive and engaging campus experience for the residential students. They foster an environment that supports the academic and personal development of all residents in a diverse community. By blending structured office hours and flexible in-hall time, each AC creates a schedule that allows them to be available to have frequent contact with students and student staff members. The AC serves as a positive role model within the campus community by actively supporting the mission, philosophy, and programs of the entire university. ACs are expected to exercise creativity, to be highly visible, and to be substantially involved in campus life.

Position Duties and Responsibilities:

A. Student Staff Supervision

- a. Provide supervision, leadership, and mentoring for three graduate assistants, three Lead Resident Assistants and 18 Resident Assistants (RAs).
- b. Hold weekly staff meetings and supervision meetings.

- c. Participate in student staff selection process including information sessions, recruitment, individual and group interviews, file reading, and staff placement.
- d. Facilitate training programs and sessions through a centralized, department-wide training program as well as individual in-hall sessions.
- e. Create and facilitate staff development opportunities for student staff in assigned area.
- f. Provide ongoing feedback about job performance; provide formal feedback evaluations at least twice per year to all supervisees.
- g. Support and hold staff members accountable for meeting the expectations of their positions.

B. Administrative

- a. Follow all University of Maine employee guidelines and policies.
- b. Assist Housing Services with approving and facilitating all assignment change requests within assigned area.
- c. Perform routine maintenance and safety inspections of the residential area and health and safety checks of student living spaces.
- d. Approve, track, and purchase materials for all programming done within complex area.
- e. Submit work orders and track completion to insure a well-maintained living environment for our students.
- f. Recommend facilities enhancements for the assigned area.
- g. Process correspondence and maintain records through student conduct tracking system.
- h. Utilize calendar sharing and other modes of department-designated technology to support inter-office communication.
- i. Attend all required trainings, staff meetings, and functions.
- j. Coordinate and supervise hall openings and hall closings.
- k. Other administrative tasks and projects as deemed appropriate by supervisors.

C. Student Engagement

- a. Establish and maintain positive relationships with students living in the residence hall through personal contacts, meetings, discussions, and referrals to campus resources.
- b. Intervene and engage with students to support the University's retention efforts.
- c. Serve as primary student conduct officer of the residence hall; interpret university policy and adjudicate policy violations. Create appropriate and effective sanctions for policy violations.
- d. Respond to student crisis and emergencies, following established protocols and adjust them as needed for individual situations.
- e. Provide timely follow up related to student referrals and concerns.
- f. Mediate roommate and community concerns.
- g. Develop an inclusive and welcoming community by creating and implementing innovative educational and social programs, participating regularly in residential life and campus activities.

- h. Participate in and support the First Year Experience and Second Year Experience, including the departmental Living Learning Communities and Transfer Student Program.

D. Liaison

- a. Communicate effectively and collaborate with key stakeholders including University Police, Counseling Center, Dean of Students, Admissions, Student Wellness Resource Center, Facilities, and the Title IX Coordinator.
- b. Participate in campus initiatives including accepted student days, admission open house events, and Maine Day.
- c. Serve on departmental, divisional, and/or university committees, including but not limited to: RA Recruitment and Selection, RA Training, Graduate Assistant and Professional Staff Selection, Hazing Prevention, Athletics Engagement, Employee Support Task Force, Sexual Assault and Violence Prevention, and Wellness Committees.
- d. Act as a liaison between the complex, Department of Residence Life, Student Life, and the larger university community.
- e. Field communications from parents and family members of current and incoming students who voice concerns or questions about their student or the university.
- f. Act as an ambassador for the university at all times.

E. Student Safety and Crisis Management

- a. Participate in on-call rotations that provide coverage for the complex and campus.
- b. Interpret and apply protocols and policies in time sensitive situations.
- c. Serve as a referral agent for staff members and students in all situations.
- d. Provide support for students and staff members in crisis situations including not limited to suicidal ideation, self-harm, sexual assault, domestic violence, and mental illness.
- e. Foster a safe and secure environment for students through implementing and enforcing policies.
- f. Develop and implement ways to educate students on university/residence life policies, safety concerns, and procedures.
- g. Assure that residents are aware of emergency procedures, including the UMaine emergency communication system, rally points, and evacuation procedures.

F. Program Development

- a. Facilitate creative social and educational programs.
- b. Maintain an active, visible, and accessible presence within the residential community.
- c. Interpret and apply department community development model to individual staffs.
- d. Support departmental assessment efforts, utilizing data to inform community building, programmatic planning, and execution.
- e. Collaborate with students, staff members, and faculty to foster an academic community that supports student learning through Living Learning Communities or other academic initiatives.

G. Summer Coordination

- a. Recruit, select, train, and supervise Summer Resident Assistant staff.
- b. Participate in summer on-call rotation providing coverage to areas housing summer residents.
- c. Work directly with Housing to coordinate moves to and from summer housing facilities.
- d. Assist in the planning and implementation of Summer Orientation programs for students and parents.
- e. Prepare training materials for July and August training sessions for professional, graduate, and undergraduate student staff.

Work Environment/Dynamics:

Each Area Coordinator is assigned an office within their area. The AC is expected to create a work schedule that provides accessibility to both students and staff in their area, which should include flexibility for both night and weekend events. As offices and living spaces are in residential buildings, staff members should be prepared for frequent interruptions.

The AC position is highly autonomous and requires self-motivation, initiative, creativity, and ingenuity. Many tasks include broad instructions and require some judgment when completing work in the assigned area. Communication is also important among the CCs as a whole to provide continuity to the residential students in all living areas.

The campus is a smoke-free, tobacco-free environment.

Work Year: This is a 12-month, live-in position. Time away (both vacation and sick) is accrued in accordance with UMPSA regulations and is encouraged to be used throughout the course of the year.