



**JOB INFORMATION**

Job Code	AE26C
Job Title	Coord III, Area Housing
Pay Grade	SR07
Range Minimum	\$37,900
33rd %	\$44,233
Range Midpoint	\$47,400
67th %	\$50,567
Range Maximum	\$56,900
Exemption Status	Exempt
Approved Date:	3/19/2024 11:35:42 AM

**JOB FAMILY AND FUNCTION**

Job Family:	Student Resources
Job Function:	Student Housing & Residence Life
EEO Position Group	63D - Prof w/Other Spec GM<64625

**JOB SUMMARY**

Coordinates and participates in the daily operations of a residential housing area including student personnel supervision, student advising and conduct settlement, facilities and maintenance needs, and related administrative duties. This position requires the Area Coordinator to live full-time, year-round in the assigned area of responsibility.

**RESPONSIBILITIES**

- Directly supervises Graduate Area Coordinators and Resident Assistants in the daily operations of residential housing. Coordinates and participates in the recruitment, selection, training, and evaluation of residential student staff.
- Collaborates with housing functional areas in matters related to hall maintenance, room assignments, roommate conflicts, verification of occupancy, and hall/room damage issues.
- Assesses student conduct cases in the direct and indirect area of assignment and determines proper action; directs student staff and residents to proper authority when needed.
- Assesses and evaluates programs and services under one's responsibility and initiates improvements as appropriate.
- Serves as part of an on-call rotation to respond to and support student staff members through emergency situations, urgent matters, and policy violations on campus.
- Serves on or chairs department-wide committees and, as needed, represents the department on campus-wide committees.
- Manages residential area community development and educational initiatives and related budgets.
- Prepares all necessary reports and performs administrative tasks for a residential housing area.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.*

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline	And	4 years of	Experience in residential life or residential education programming.	

Substitutions Allowed for Experience  Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.  And

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the field of specialization.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

### Vision Requirements:

Ability to see information in print and/or electronically.