



JOB INFORMATION

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| Job Code | AE26A |
| Job Title | Coord I, Area Housing |
| Pay Grade | SR05 |
| Range Minimum | \$33,400 |
| 33rd % | \$37,867 |
| Range Midpoint | \$40,100 |
| 67th % | \$42,333 |
| Range Maximum | \$46,800 |
| Exemption Status | Exempt |
| Approved Date: | 3/19/2024 11:35:05 AM |

JOB FAMILY AND FUNCTION

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| 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

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| 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 | 0 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

Knows fundamental concepts, practices and procedures of particular 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.