Division of Student Life
Office of Residential Education
Area Coordinator for Traditional Halls (Special Projects)

The Office of Residential Education invites applications for the position of Area Coordinator. This is a full-time, 12-month Administrative and Professional Staff, live-in position reporting to the Assistant Dean/Assistant Director of Residential Education. The Area Coordinator primarily supports the Office of Residential Education and provides secondary support to the Office of Conference Services and Office of Dining Services.

Oberlin College is unique among independent colleges for its commitment to offering its students a wide variety of on-campus housing options, such as special interest housing, co-operative housing, village apartment housing, and traditional housing that are designed to meet students’ progressive development. The Office of Residential Education provides environments that foster respect and civility and create opportunities for debate, leadership development, and personal growth that support the College’s academic mission. As a residential college, Oberlin expects all students to live on-campus and take meals through graduation. Due to space constraints, a limited number of students are granted off-campus status each year.

The Area Coordinator position is a part of the Office’s management team comprised of the Director, Associate Director and two Assistant Directors. The Area Coordinator is responsible for all programmatic and educational aspects within the assigned residence hall(s) and the promotion of programs and services that support students’ personal, social, and academic success. In addition, this position will work closely with the management team on continuous improvements for the office including but not limited to assessment projects, program development and maintaining best practices.

Responsibilities: The Area Coordinator for Traditional Halls will have responsibilities in the following areas:

Supervision and Advising
- Directly supervise, mentor, and evaluate approximately 18 student staff members.
- Supervise and evaluate one Bachelor’s level Resident Liaison.
- Oversee approximately 600 residents.
- Advise and provide guidance to hall councils for assigned buildings.
- Assist with student and professional staff hiring.

Community Development
- Maintain high visibility with students in assigned mixed class and co-ed housing areas.
- Identify and assess the needs of residents.
- Counsel and advise students on social, academic, and personal concerns.
- Provide co-curricular programming for assigned housing area.

Student Responsibility and Safety
- Ensure that College rules and policies are communicated, supported, and maintained.
- Hold conduct hearings with students who have violated low-level policies.
- Oversee life safety inspections and complete necessary follow-up meetings.
- Share on-call responsibilities with other Residential Education professional staff on a rotating basis.
- Maintain a close working relationship with Counseling Center staff, Safety and Security staff, and Class Deans.

Committee Responsibilities
- Assist with revision and evaluation of student and administrative Residential Education policies and procedures.
- Act as a member, chair or co-chair of one Residential Education committee and one divisional/campus committee.
- Assist with the coordination of professional and paraprofessional staff training.
Facility and Key Management

- Conduct weekly walk-throughs of area facilities and other inspections as scheduled.
- Oversee formal key audits as scheduled by the Office of Residential Education.
- Ensure that all work orders for the area are completed in a timely fashion.
- Develop a strong working relationship with the Office of Facilities Operations.
- Complete RCR audits monthly.
- Responsible for coordinating reservations for South Hall dance studios.

Administrative Duties

- Maintain set office hours in assigned building(s) and in the Central Office.
- Coordinate opening and closing of assigned buildings.
- Facilitate room changes and paperwork throughout the year.
- Coordinate Commencement housing in assigned area.

Summer Conferences

- Serve as a Conference Manager for the summer conference program, including participation in an on-call rotation and weekend shifts.
- Provide general supervision of 14 student staff and manage the operation of the Conference Services Information Center.
- Prepare housing and related facilities (e.g. meeting rooms, classrooms, lecture halls, etc.) for summer guests.
- Oversee check-in and checkout procedures for conference groups.
- Meet with the leaders of assigned groups to ensure that their needs are met in accordance with their contract.
- Work with the Director of Conference Services to bill groups for services rendered.

This list is not all-inclusive and all employees are expected to perform other duties as assigned.

Required Qualifications:

A bachelor’s degree with residential life experience is required. Prior to employment, all candidates must pass a background check. All candidates should possess strong administrative skills and be committed to working with a diverse student population.

Preferred Qualifications:

- A master’s degree in College Student Personnel or in a related field is strongly preferred.
- Experience in Residence Hall management and student staff supervision.
- Experience in facilities management
- Experience with program development and implementation

Compensation:

Salary is $26,700 with a furnished one-bedroom apartment that includes basic cable and internet access; a full meal plan for self and a partial meal plan for a partner when dining services is in operation; and professional development funds. All employees of Oberlin College receive a free parking permit, use of the recreational facilities, 22 days paid vacation per year, and health benefits. Pet policy allows for one pet with a $200 deposit and other requirements as outlined by the Live-in Staff Pet Policy.

To Apply: Submit a letter of application, resume, and names/contact information of 3 professional references (one of which should be from a current supervisor) by March 30, 2014 to: Becky Mosely at rmosely@oberlin.edu.