Division of Student Life
Office of Residential Education and Dining Services
Area Coordinator for the First Year Residential Experience

The Office of Residential Education invites applications for the position of Area Coordinator for the First Year Residential Experience (FYRE AC). This is a full-time, 12-month Administrative and Professional Staff, live-in position reporting to the Assistant Dean/Associate Director of Residential Education. The Area Coordinator for the First Year Residential Experience 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 FYRE AC position is a part of the Office’s management team comprised of the Director, Associate Director and two Assistant Directors. The FYRE AC assists in the development and implementation of a first year residential program, in coordination with the Associate Director of Residential Education and the Dean of Students Office. The FYRE AC 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.

First year students are housed throughout campus. However, Barrows Hall, Kahn Hall, and Dascomb Hall exclusively house first year students and will be managed by this position. In addition three theme communities are housed in the FYRE cluster including World Cultures Wing and Community Service Wing, both located in Dascomb; and Sustainability theme housing which encompasses the entirety of Kahn Hall. More information can be found at www.oberlin.edu/resed.

**Responsibilities:** The First Year Residential Experience Area Coordinator will have responsibilities in the following areas:

**Supervision and Advising**
- Directly supervise, mentor, and evaluate 1 Graduate Assistant Resident Coordinator.
- Directly supervise, mentor, and evaluate 17 Resident Assistants.
- Oversee approximately 450 residents.
- Advise and provide guidance to hall councils for assigned buildings.
- Assist with student and professional staff hiring.

**Program Implementation and Development**
- Assist with the development and implementation of a first-year residential program in coordination with various departments including the Dean of Students Office.
- Maintain high visibility with students in first year and upper-class housing.
- Identify and assess the needs of residents.
- Provide building residential programming.
- Work collaboratively with the FYE Leadership Group/Orientation Committee and FYE Director/Resident Dean to provide a quality transitional experience for first year students.
- Maintain open communication with the First Year Class Deans to assess the needs of individual students.
- Support on-going assessment efforts concerning first year students and their experience at Oberlin College.

**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.

Administrative Duties
• Maintain set office hours in assigned building(s) and in the Central Office.
• Coordinate opening and closing of assigned buildings, including damage billing.
• Coordinate room moves and paperwork throughout the year.
• Coordinate Commencement housing for workers and performers.

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 master’s degree in College Student Personnel or in a related field or a master's degree with residential life experience is required. Prior to employment, all candidates must provide proof of completion of a Master’s program. All candidates should possess strong administrative skills and be committed to working with a diverse student population.

Preferred Qualifications:
• Experience in residence hall management and student staff supervision.
• Collaboration with faculty on program planning and development.
• Experience in facilities management.

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.