The Office of Residential Education invites applications for the position of Area Coordinator for Village and Off-Campus Housing. This is a full-time, 12-month Administrative and Professional Staff, live-in position reporting to the Assistant Dean/Assistant Director of Residential Education for Housing Administration. The Area Coordinator for Village and Off-Campus Housing 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 for Village and Off-Campus Housing is a part of the Office’s management team comprised of the Director, Associate Director and two Assistant Directors. The Area Coordinator for Village and Off-Campus Housing is responsible for the programmatic and educational aspects within the village housing area and is the liaison for students in off-campus housing. This position oversees the promotion of programs and services that support students’ personal, social, and academic success.

Students living in Village Housing are typically juniors and seniors. Village housing consists of five apartment buildings, 46 houses and a townhouse complex, which are considered to be on-campus living options. Students living off-campus tend to live within the Oberlin City limits and rent housing from private landlords.

**Responsibilities:** The Area Coordinator for Village and Off-Campus Housing will have responsibilities in the following areas:

**Supervision and Advising**
- Directly supervise, mentor, and evaluate one to two Bachelor’s level Resident Liaisons.
- Directly supervise, mentor, and evaluate six undergraduate Village Assistants.
- Assist with the creation and advising of village and off-campus councils.
- Assist with student and professional staff hiring.

**Community Development:**
- Maintain ongoing communication with students in Village and Off-Campus housing.
- Serve as a resource and liaison to approximately 500 students living in Village housing and 280 students living off-campus.
- Identify and assess the needs of students living in Village and Off-Campus housing
- Counsel and advise students on social, academic, and personal concerns.

**Program Development**
- Develop relationships with faculty and departments across campus, including career services and the counseling center.
- Develop relationships with Oberlin City officials and community members.
- Work with student staff to provide co-curricular programming concentrating on upper class student needs, specifically the senior year experience.
- Coordinate the Village Housing and Off-Campus housing orientation program including online assessment, handbook development, welcome packets, and neighborhood picnics.
- Assist with coordination and implementation of the off-campus lottery process and housing fair.
- Participate in the on-campus housing fair, representing Village Housing.
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.
- Facilitate room changes and paperwork throughout the year.
- Assist with student requests for on-campus party planning.

Summer Operations
- Serve as the Area Coordinator for Summer Housing Operations.
- Manage billing of summer renters.
- Assist with first year student fall housing assignments.
- Serve as Conference Service Manager as needed including, but not limited to: assisting with check-ins and check-outs of conference groups, supervising the Conference Operation Assistants, and preparing residence halls for conference guests.

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 or apartment management 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 a related field is strongly preferred.
- Experience in Apartment and/or suite style residential management.
- Experience with supervising students and professional staff.
- Strong foundation in facilities management.
- Strong computer skills including MS Excel and database experience.

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: This position is not currently open.