University of New Haven

Upper-class Area Coordinator (Immediate Opening)
First-Year Area Coordinator (Anticipated)

GENERAL STATEMENT OF DUTIES: The University is seeking a committed, intelligent, creative, and energetic student affairs professional to supervise and manage students residing in our residential communities. The Area Coordinator is responsible for furthering the mission of the Office of Residential Life and the Division of Student Affairs by working with the staff to create a respectful, engaging and comfortable living environment conducive to enhancing personal and academic growth for all students. This is a 12-month, professional, live-in position.

CORE DUTIES:

- Oversee a residence hall staff of 1 Senior Resident Assistant, 6--9 Resident Assistants and 1 Academic Peer mentor (first-year areas only).
- Train, supervise and evaluate Graduate Resident Directors.
- Conduct weekly one-on-one meetings with staff members.
- Assist in the coordination and implementation of institutional and departmental policy and procedure development.
- Perform on-call responsibilities including crisis management and emergency response as a member of the Administrator on Call rotation.
- Oversee the maintenance work order system as well as the damage billing process for assigned area while working collaboratively with Facilities to address area needs and issues.
- Attend weekly Residential Life staff meetings, professional staff meetings and one-on-ones with supervisor.
- Maintain communication with other campus offices/departments and respond to issues concerning residential students.
- Assist with summer and fall orientation programs, student Webinars, as well as Admissions Open Houses and Accepted Student Days events.
- Maintain daily office hours in the Office of Residential Life and open door hours in residence hall after hours.
- Communicate with parents on issues impacting the residential/academic experience.
- Serve as a resource for students seeking general counseling and a referral to other resources on campus.
- Conduct hearings for violations of university rules and regulations.
- Participate in departmental and institutional committees as assigned.
- Coordinate opening, closing and damage billing process for area of supervision.
- Manage sign-in workers for are including hiring, training, supervision and payroll.
- Collaborate to ensure university room selection process is a seamless process.
- Assist in recruiting, selecting and training residential life staff.
- Perform other duties as assigned which will include evening and weekend work at times.

QUALIFICATIONS

- Master's degree in Higher Education, College Student Personnel or other related field.
- Minimum of 2 years of professional residential life experience desired.
- Excellent written and verbal skills.

- Ability to manage multiple projects simultaneously in a fast-paced work environment.
- Exercise appropriate judgment and decision making.
- Possess strong interpersonal skills and the ability to work with others.
- Proficiency with Excel, Access, and Adirondack Housing Solutions highly desired.

COMPENSATION:
Commensurate with candidate experience and the salary structure at the University of New Haven. The University of New Haven offers a comprehensive benefits package.

MISSION:
The mission of The Office of Residential Life at the University of New Haven is to create a safe, supportive, inclusive and engaged living-learning community that enhances students' personal and academic success. Through collaboration with all members of the University of New Haven, we promote leadership and personal development by providing opportunities for students to create and implement a vision for their community and future.

The Office of Residential Life will support the mission of the University of New Haven through a quality program that provides educationally purposeful programming, initiatives and leadership opportunities that promote student growth, independence and persistence at the University.

The University of New Haven is a student-centered comprehensive university with an emphasis on excellence in liberal arts and professional education. Our mission is to prepare our students to lead purposeful and fulfilling lives in a global society by providing the highest-quality education through experiential, collaborative and discovery-based learning.

TO APPLY:
Please send (electronic submission is requested) a cover letter, resume and a list of references including cover letter to hrdept@newhaven.edu

SEARCH # 13-22
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