JOB DESCRIPTION

Area Coordinator

**Definition of Class**
This is a supervisory position in which the incumbent manages multiple residential areas. The incumbent in this position will coordinate one of the following areas of operation for the entire residence hall system: Student Staff Training or Advising the Residence Life Conduct Board. The incumbent oversees the day-to-day operations for their assigned area and makes decisions by exercising discretion and independent judgment.

**Examples of Work Performed**
Provides training for Residence Hall Directors (RHD) in all facets of managing a residential community, conducts weekly one-on-one supervision and building inspections with each RHD, and manages an area supply budget and hall programming budgets.

Oversees the completion of all administrative duties and monitors educational and community service sanctions in their assigned area.

Supervises RHDs in the areas of administrative management, student conduct, hall council advisement, staff supervision and professional development and provides support to Resident Advisors (RA) and RHDs in the areas of student conduct, crisis intervention, mediation, and emergency management.

Makes recommendations to the Director to remove students from Housing, also recommends building improvements. Review all policies and procedure and recommend additions, deletions or revisions on a perpetual basis.

Coordinates the implementation of Health and Safety inspections each semester, also coordinates and implements Group Billing procedures for damages within their area to determine appropriate charges and communicate those charges to the students.

Holds judicial hearings with students in which they decide the outcomes of high-level student conduct violations, also holds administrative contract review meetings with students to determine whether or not we will continue to honor a students housing agreement.

Chairs two departmental committees involving planning projects, events and coordinating policy recommendations.

Assists with Move-In, Visitation Days, Orientation, Room Sign-Up and other administrative processes such as Check-Out at the end of the year.

Makes decisions regarding the hiring and termination of Graduate Student Residence Hall Directors, Undergraduate Resident Assistants and Desk Receptionists.

Serves in an "On-Call" duty rotation as primary crisis responder determine appropriate course of action.

May instruct EDHE 333 Special Topics/Resident Assistant Leadership course.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Supervises graduate assistant RHDs in the management of multiple residential areas.
2. Serves as liaison/coordinator of maintenance and custodial services for their area.

3. Serves as a university judicial officer.

4. Serves as a crisis responder to all concerns in the residence hall system.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements might be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear and reach with hands and arms. The incumbent is periodically required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Master's Degree from an accredited four-year college or university.

  AND

- **Experience:** Two (2) years years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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