



**UNIVERSITY OF GEORGIA • DIVISION OF STUDENT AFFAIRS • DEPARTMENT OF UNIVERSITY HOUSING  
POSITION DESCRIPTION**

**WORKING TITLE: Assistant Area Coordinator**

**CLASSIFICATION: Student Affairs Specialist II**

**POSITION SUMMARY:** This is an entry-level, live-in position, the primary function of which is to assist in the management of a residential community housing approximately 1000 residents. Special emphasis is given in first-year communities to coordinating programmatic and academic initiatives, advising student groups and supervising Desk Assistants and C.L.A.S.S. Advocates. Special emphasis is given in East Campus Village to coordinating academic initiatives, advising student groups and supervising Village Community Assistants or Village Programming Assistants.

**SUPERVISOR:** Area Coordinator

**RESPONSIBILITIES:**

1. Support, communicate, enforce and abide by all University and Department policies, procedures, and regulations.
2. Coordinate programming efforts to address specific learning needs of the Community. Assist in the development and implementation of academic initiatives and/or first year experience programming in the residence hall(s).
3. Recruit, select, train, supervise and evaluate student staff which may include: Desk Assistants, C.L.A.S.S. Advocates, Village Community Assistants or Village Programming Assistants. Scope of supervision will vary by each individual appointment according to the needs of that particular Community.
4. Oversee the operation of the residence hall twenty-four hour front desk including, but not limited to: key control, dissemination of information, mail distribution and the monitoring of the security system. In East Campus Village, desk management includes working collaboratively with the Community Secretary and Security Coordinator.
5. Respond through personal contact with students, parents, faculty, administrators and other stakeholders to resolve problems, answer questions and clarify policy.
6. Serve as the primary advisor for hall government by recruiting students, training student officers/representatives and managing funds.
7. Develop, implement and support training efforts for student staff within the Community and Department, including the instruction of one section of ECHD 3010: Peer Helping Strategies.
8. Discuss maintenance, custodial and security issues with the appropriate staff in order to ensure that services meet Departmental standards.
9. Foster a supportive and challenging multi-cultural environment through staff selection and training, community programming and contact with staff and students.
10. Serve as a University Hearing Officer for students involved in both University and Housing policy violations.
11. Co-advise or coordinate one of the following: Diversity Council (including DAWG Days activities), G-TV, Housing for Housing, National Residence Hall Honorary or Residence Hall Association. These responsibilities are assigned annually and will vary for each appointment.
12. Prepare timely, thorough and accurate reports as required.
13. Serve on Departmental and University committees, task forces and participate in other professional development activities (Residence Life Leadership Team, etc.).
14. Respond to emergencies and other unexpected events which disrupt the operation management of the Community.
15. Be knowledgeable of and prepared to implement emergency response and other life safety protocols as outlined by the Department.
16. Be available to staff and residents beyond traditional office hours. Serve in a daily on-call rotation for assigned duty area.
17. Recruit, select, train, supervise and evaluate summer staff and oversee the provision of services to summer school residents, conference guests and/or other summer programs.
18. Participate in the recruitment, selection and training of professional, graduate and undergraduate staff within the Department.
19. Participate in the Department's quality efforts and quality training.
20. Provide ongoing support to students and staff for programmatic efforts.
21. In East Campus Village, coordinate semester Courtesy Checks.
22. Participate in all Community opening, closing and transition-related activities.
23. Be available during typical office hours for this position: Monday through Thursdays 11:00 a.m. to 8:00 p.m., Fridays 12:00 p.m. to 5:00 p.m. (during non-break periods) and additional hours as deemed necessary.
24. Perform other duties consistent with the purpose of the position as assigned.