



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

WORKING TITLE: Area Coordinator

CLASSIFICATION: Student Affairs Specialist III

POSITION SUMMARY: This is a mid-manager level professional and managerial live-on position in student housing (with the option to petition to move off at a later date), responsible for one or more residence halls, housing a total combined occupancy of approximately 1000-1300 students. The primary function of this position is to direct and oversee the comprehensive operation of a residential community, including the supervision of personnel at various levels as well as the programmatic efforts as provided by staff of that community.

SUPERVISOR: Assistant Director for Residence Life

RESPONSIBILITIES:

1. Support, communicate, enforce and abide by all University and Department policies, procedures, and regulations.
2. Direct and participate in the recruitment, selection, training, supervision and evaluation of professional, graduate and undergraduate staff. The scope of supervision will vary by each individual appointment according to the needs of that particular Community.
3. Function as a resource for accurate information concerning Housing and University operations.
4. Respond through personal contact with students, parents, faculty, administrators and other stakeholders to resolve problems, answer questions and clarify policy.
5. Serve as a University Hearing Officer for students involved in both University and Housing policy violations.
6. Respond to emergencies and other unexpected events which disrupt the operation and management of the Community. Identify and respond to situations having the potential to escalate.
7. Be available to staff and residents beyond traditional office hours. Serve in a regular weekend on-call rotation for all on-campus residence halls.
8. Be knowledgeable of and prepared to implement emergency response and other life safety protocols as outlined by the Department.
9. Assist in the development and implementation of academic initiatives in the residence halls.
10. Provide ongoing support to students and staff for programmatic efforts.
11. Oversee the management of the Community Office and front desk(s) including, but not limited to: key control, dissemination of information, mail distribution and the monitoring of the security system.
12. Interpret and enforce Department and University policies and procedures. Develop and implement policy and procedures pertaining to the management of the Community.
13. Coordinate and supervise administrative responsibilities pertaining to occupancy within the community, including summer operations.
14. Coordinate in all Community opening, closing, and transition-related activities.
15. Provide assessment in terms of student needs and opinions and incorporate results into management strategies and planning efforts.
16. Assist in identifying and developing immediate and future plans for facility maintenance and improvements.
17. Discuss maintenance, custodial and security issues with the appropriate staff in order to ensure that services meet Departmental standards.
18. Develop, implement and support training efforts for student staff within the Community and Department, including the opportunity to instruct one section of ECHD 3010: Peer Helping Strategies.
19. Foster a supportive and challenging multi-cultural environment through staff selection and training, community programming and contact with staff and students.
20. Participate in the recruitment, selection and training of professional, graduate and undergraduate staff within the Department.
21. Serve on Departmental and University committees, task forces, and participate in other professional development activities (Residence Life Leadership Team, etc.).
22. Prepare timely, thorough and accurate reports as required.
23. Assist in the development and maintenance of operational budgets and plant fund requests.
24. Participate in the Department's quality efforts and quality training.
25. Perform other duties consistent with the purpose of the position as assigned.