



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/19
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Area Coordinator

JOB SUMMARY

The Area Coordinator has the primary responsibility for the residential education, facility and risk management, and administrative management of residence halls and/or apartment communities. Work is performed under general supervision and the performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director, Residence Life

Supervises: Residence Director, Student Assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Selects, trains, and supervises full-time Residence Directors.
- Assists in the overall recruitment, selection, and training of the student staff.
- Serves on the primary professional staff 24-hours per day duty rotation for University Housing responding to and documenting emergency situations while initiating communication and appropriate action in an effort to resolve the emergency, while working in concert with other University staff including, but not limited to: Public Safety, Counseling, Health Services, Student Life, etc.
- Assist with departmental assessment initiatives.
- Manages and coordinates operation of the Community Office.
- Provides both program development and teaching efforts for staff workshops and in-service training for student development personnel.
- Administers the area budgets.
- Serves as a University Conduct Officer within the University judicial process.
- Serves as the advisor to the National Residence Hall Honorary.

- Advances the philosophy of multiculturalism and actively promotes diversity within all components of University Housing.
- Maintains availability on all opening and closing weekends, as well as final exam weeks, for the fall, spring, and summer semesters, and assist central office staff with coordination and implementation of the resident check-in and check-out processes.
- Enhances public relations by representing the Department of University Housing and TWU by interacting with and responding promptly to students, parents, and guests of the University.
- Attends professional conferences and workshops as recommended by the supervisor for professional development and/or project assignments.
- Collaborates with Student Life and University colleagues regarding development and implementation of student leadership and programmatic initiatives, along with special events (i.e., Graduation, etc.).
- Attends, participates in, and provides support to all training, in-services, staff retreats, departmental or supervisor staff meetings, and/or University committees or Task Forces as requested.
- Coordinates facility reservation requests in the area assigned.
- Supervises and monitors the maintenance and custodial concerns for the residential area.
- Represents University Housing at Orientation Sessions, Open Houses, and other Admissions events.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree required.

EXPERIENCE

Three years experience in residence life as a full-time Residence Hall Director

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Demonstrated commitment to inclusiveness and diversity.
- Knowledge of organizational behavior and student development practices and procedures used in residence life.
- Ability to organize and coordinate work effectively, handling administrative details independently.
- Knowledge of University and Housing operating procedures and policies.
- Ability to plan, organize, and supervise staff.
- Ability to work effectively with students, parents, and guests of the university.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to plan, execute and evaluate activities to reach long and short-term goals of the department and the university.
- Effective organizational and time management skills.
- Ability to personally evaluate multilevel residence hall facilities, which includes walking stairs and visually inspecting buildings.
- Ability to communicate effectively – orally, by phone, in person, and in writing.
- Ability to work and cover during holidays, university vacations and break periods.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Must be able to lift up to 50 pounds. Must be able to work and cover during holidays, university vacations and break periods.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

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TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.