

Westminster College Position Vacancy

Area Coordinator for Student Life

Position Summary

The Area Coordinator for Student Life (ACSL) serves a dual role as the designated leader of a set group of residence halls and as a primary staff member is Student Life working with the Greek community and student organizations. The ACSL is charged with creating a vibrant, inclusive and welcoming community within their designated residence hall areas and the campus community.

Within Residence Life, the ACSL will supervise 1-2 Head Resident Assistants and 8-15 Resident Assistants, manage and direct all community building activities, serve as a resource and adviser for residents and oversee all processes for their designated area, including, but not limited to, opening and closing of residence halls, health and safety inspections and room changes. The ACSL will be assigned oversight of the sorority-themed residence hall.

Within Student Life, the ACSL, will work in partnership with the Director of Student Life (DSL), to determine direct or shared responsibility within the following areas: student organization advising and management, Greek Life, Campus Programming Council and campus center management.

The AC is a pivotal role in aiding students to lead lives of meaning, integrity, leadership, service and citizenship. The AC works collaboratively with campus partners to support student recruitment and retention, student wellness and achievement, and effective utilization of campus resources and facilities. The AC reports directly to the Director of Residence Life (DRL) and Director of Student Life (DSL).

Residence Life Primary Responsibilities

1. Serve as the primary administrator for 2-3 residential facilities, including community building, supervision of staff, student advocacy, support, and management of facilities.
2. Directly hire, train, supervise, evaluate and support 8-15 paraprofessional Resident Assistants and 1-2 Head Resident Assistants.
3. Create a positive and inclusive community through developing and implementing programming events with staff, partnering with campus organizations and departments, and enforcing policies and procedures to ensure an accountable and respectful community.
4. Facilitate the opening and closing of assigned residence halls at the beginning and end of each semester, as well as during break periods.
5. Assist the department in the administration of housing selection/assignment processes, staff recruitment and selection, and fall, spring and on-going staff training.
6. Work collaboratively with campus partners, including but not limited to Physical Plant, Public Safety, Wellness Center and other student support areas.
7. Serve in on-call rotation with other ACs, supporting response of Resident Assistants and the campus community. Partner with campus support services to provide necessary resources to students and coordinate response to immediate needs and on-going support. Participate in crisis response debrief meetings to ensure on-going review of protocols and support of students.

Student Life Primary Responsibilities

Student Life responsibilities are determined in conjunction with the DSL in order to maximize individual skills and interests of each staff member and to meet and exceed the needs of the Westminster community. Typically, the ACSL will take direct leadership in at least two areas.

1. Advise and guide student leaders in the development and management of student organizations, including creation of constitutions, development of activities and budgets and identifying best practices to sustain membership through transitions. Additional responsibilities may include providing training sessions for student leaders to lead their organizations successfully, traveling with student organizations to local, regional or

national conferences and assisting them with developing assessment plans to document their progress and impact.

2. Advise Campus Programming Council (CPC), the primary activities board for campus wide programming for the Westminster community. CPC receives funding from student fees and provides consistent programming through routine and special events.
3. Advise Student Government Association (SGA), the primary governing body for students at Westminster that serves as an advocate and resource for students when working with Westminster administration. SGA receives funding from student fees and allocates funding to campus organizations each semester.
4. Manage the academic break shuttle program that assists students with developing travel plans at the end of each semester.
5. Manage the McKelvey Campus Center facility, including support of space reservations, event planning and holiday decorating.
6. Collaborate with campus partners, such as Physical Plant and Information Technology Services, to ensure the McKelvey Campus Center facility is ready and prepared to support reservations, technology needs and space setup needs.
7. Assist the DSL in the planning, execution and assessment of campus traditions and events, such as Welcome Week, One Big Week and Best Week Ever.

Student Affairs Responsibilities

1. Serve as a hearing officer for student conduct cases, including communicating and enforcing student responsibilities.
2. Provide referral for students experiencing social, emotional or academic difficulties, including CARE case management.
3. Teach one section of WST101 each Fall semester, a one-credit course on the transition to college.
4. Assume summer role and responsibilities of supporting Summer Camps and Conferences.
5. Other duties as assigned by the DRL and DSL.

Position Requirements

A successful candidate will have direct experience in residence life and housing as a resident assistant, head resident assistant and/or graduate assistant. Ideally, the candidate will have worked within a live-in capacity in the residence halls and had prior experience with Greek organizations and student organizations, as well as demonstrate strong written and verbal communication skills and a commitment to an inclusive environment. Candidates with similar experiences in student activities or leadership development are also encouraged to apply. Candidates must have a can-do attitude and strive for excellence in their work in order to provide students the best possible campus experience.

A master's degree is required with 1-3 years full-time experience in residence life and/or student life. This position is a 12-month, live-in role with campus housing provided in an on-campus, furnished apartment. Partners and pets are welcome. A meal plan is provided during fall and spring semesters and a reserved, free parking space is provided. Remote work is available during academic breaks after a 3-month probationary period.

Candidates who are interested in applying should send their resume, cover letter, and names of three professional references by email to SAJobApplications@westminster.edu no later than **March 15, 2024**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.