



Area Coordinator at Mississippi College

PURPOSE:

Reporting to the Director of Residence Life, an Area Coordinator is responsible for the day-to-day management and administration of a community of residence halls within the institution. The Area Coordinator seeks to provide a safe and secure living and learning community that complements the mission of the institution and contributes to individual and interpersonal growth and development.

The Area Coordinator position is a 12 month, live-in, full-time administrative staff position in Residence Life. The Area Coordinator will serve in the Residence Life Office as well as work with the Director with the development, implementation, and assessment of the Residential Curriculum. The Area Coordinator's responsibilities include and are not limited to guidance, conflict resolution, programming, fostering community, leadership development, crisis intervention, and facilities management. The specific qualifications and responsibilities for an Area Coordinator are outlined below.

RESPONSIBILITIES:

Community Development

- Facilitate the creation of living-learning environments that challenge and encourage the holistic development of students within the residence halls.
- Encourage Lead Resident Assistants and Resident Assistants to develop relational skills and to examine their own values, beliefs, and academic goals.
- Create an open and safe environment that encourages Lead Resident Assistants and Resident Assistants to grow and examine issues including value development, decision making, problem-solving, leadership development, and personal faith commitment.
- Provide guidance and referral for personal, developmental, judicial, and academic concerns of students.
- Uphold college policies governing residence hall communities and serve as a Student Conduct Officer for policy violations when requested.
- Responsible for fostering a sense of community in the residence halls.
- Be creative and innovative in personally connecting to the Lead Resident Assistants, Resident Assistants, and students.
- Inform and educate residents about institutional and Residence Life policies and regulations.
- Empower Lead RAs, RAs, and residents to take responsibility for their actions and decisions as a member of the Mississippi College and residence hall community.

Staff Supervision and Development

- Select, supervise, train, and evaluate part-time paraprofessional employees including Lead Resident Assistants and Resident Assistants.
- Coordinate with the Director of Residence Life, Assistant Director for Residential Operations, Lead Resident Assistants, and fellow colleagues to design, facilitate, and evaluate educational staff development and training experiences for Resident Assistants.

- Attend weekly staff meeting with Residence Life Professional staff.
- Plan and conduct weekly Lead RA staff meetings.
- Hold weekly one-on-one meetings with Lead Resident Assistants.
- Hold bi-monthly staff meetings with Resident Assistants in their area of supervision.
- Complete formal written evaluations of Lead Resident Assistants and Resident Assistants.
- Conduct one-on-one meetings with RAs throughout the semester.
- Motivate staff to plan and implement programs that fall under the Residential Circular model.
- Assist with recruiting, interviewing, and selecting professional and paraprofessional staff as needed.

Administration and Buildings Management

- Manage and enhance the physical aspects of residence halls (signage, cleanliness, maintenance, safety, and security).
- Facilitate relationships with facility partners including MC Facility Services, Campus Dining– MC Dining Services, and MC Housekeeping.
- Participate in an on-call rotation throughout the calendar year to respond to incidents and emergencies, as they occur, for a residential population of approximately 2,000 undergraduate students.
- Respond to written and oral communications and conduct and attend meetings as required.
- Attend and participate in weekly professional staff meetings as scheduled.
- Meets one on one bi-weekly with the Director of Residence Life.
- Administer residence hall programming funds.
- Work closely with the AD for Residential Operations in managing vacancies and reporting room changes for area community.
- Manage the opening and closing of the residence hall.
- Manage, distribute, and control the keys for the residence hall.
- Interpret and implement processes, policies, and procedures.
- Serve on departmental committees to address and serve larger organizational needs.
- Undertake other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree plus 1-3 years' experience in Residence Life, Student Development, Student Services, Counseling Services, or related field.
- Master's Degree preferred.
- Have an active and growing Christian faith.
- Strong administrative, interpersonal, and communication skills
- Preference for candidates with Residential Curriculum and StarRez software knowledge or experience.

BENEFITS:

- Full-Time employee benefits
- One or two-bedroom apartment with utilities included (cable, electricity, water, etc.)
- MC employee rate (\$25/month) and access to the Baptist HealthPlex
- Partial Meal Plan provided (~130 meals per semester)
- Tuition remission for one course per term after the first six months of employment
- Personal parking spot

FLSA Status: Non-exempt, overtime eligible

If interested in the position please submit an application, resume, and cover letter to Seth Brill, sbrill@mc.edu and Human Resources.