



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA Date created or revised: 11/1/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: Yes Campus Security Authority: Yes

Title: Area Coordinator
Status: Full-time, 35 Hours/Week calendar year position, Live-In position, Evening/Weekend Hours Required
Grade: 6
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports to: Director of Residential Life & Housing

PRIMARY PURPOSE:

Direct and administer a comprehensive student personnel and management program in a residential area comprising of at least two residence halls (300-500 students and 8-12 RA's). Provide day-to-day leadership, supervision, and service in the assigned area. Serve in leadership role in day to day residence hall operations, as well as summer conference groups. Serve in a professional on call rotation, and provide crisis intervention support to on-call staff.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Supervise at least two (2) residential living areas of approximately 300-500 students.
- Select, train, supervise, and evaluate a student staff, which consists of 8-12 resident assistants.
- Maintain a high level of student contact through availability and visibility with individuals and groups in the residence hall in order to facilitate academic, personal, and emotional growth.
- Develop and advise student groups within the residence hall (i.e. living learning communities, hall council).
- Enforce and support all college and departmental policies and procedures in order to develop a positive and orderly atmosphere with an emphasis on personal and social responsibility.
- Handle all conduct issues and emergency situations that develop within the residence hall (with the assistance of appropriate college individuals and/or departments).
- Develop and conduct staff development programs/orientation for the resident assistant staff.
- Work with the Housekeeping Supervisor and the Facilities and Operations Department to maintain on-going programs of hall maintenance, cleaning and refurbishment.
- Provide appropriate counseling and/or referral for individual students or staff when needed.
- Aid with the opening/closing of the residence halls (keys, paperwork), and preparing buildings for break closings.
- Work with summer conference groups such as Upward Bound, Orientation, etc. and supervise the students in each building.
- Serve on assigned department committees and represent the Office of Residential Life and Housing on campus-wide committees.
- Investigate and respond to concerns and complaints of students, parents, college administrators and others, in a manner that provides accurate information and fosters good public relations.
- Share on-call responsibility with other Area Coordinators/Hall Directors/Graduate Hall Directors that include responding to crisis situations during evening and late-night hours.

Occasional Job Functions:

Assume other duties and responsibilities as assigned by the Director of Residential Life & Housing.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's Degree in Counseling/Student Personnel.

Experience:

Previous paid residence hall employment experience.

Skills, Knowledge and Abilities:

- Demonstrated skills in administration, organization, and supervision.
- Ability to plan and implement programs, counsel students and involve oneself with College activities.
- Technological Competency.

PREFERRED:

- Bilingual in English / Spanish (fluent in speaking and writing).
- Previous supervisory experience.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.