



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Area Coordinator

Job Posting #0802-012

POSITION INFORMATION

Residential Programs

Position Number 999751

Posting Date: March 6, 2008

SALARY

\$22,000-\$26,000 annual salary, plus two-bedroom apartment and full meal plan when dining services are open. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Under general supervision, performs professional level work in the operation and management of student residential facilities and in the direction of student development programs.

TYPICAL DUTIES

1. Develops and maintains a residential environment which is conducive to the overall development of students and is supportive of the mission and goals of the University and the Residence Life Department.
2. Selects, trains, supervises and evaluates a staff consisting of resident assistants, full-time and student desk assistants, student hall director and hall secretary; assists in the development of strategies to recruit and retain a diverse staff.
3. Oversees the development and implementation of student development based programming within the hall which reflects the departmental student development model for residents; assists the Director in planning, coordinating, and implementing academic related services and programs in collaboration with faculty, staff and residence hall students.
4. Oversees and administers the established judicial system for residents residing within the residence hall; serve as a hearing officer for the hall; ensures compliance with established procedures for due process.
5. Advises students and student groups regarding concerns and issues related to the University experience; maintains scheduled office hours and availability to meet with students, staff, parents and other constituents; answers questions and provides policy and procedure interpretation and general information; advises the Hall Government and provide direction for student leadership programs and initiatives.
6. Manages the Hall Government and resident assistant programming budget; prepares and processes purchase requisitions in accordance with Department and University procedures.
7. Monitors custodial and maintenance functions within the residence hall; follows up on maintenance and custodial requests, incidents of suspected vandalism, or common area damages; maintains accurate records of maintenance issues occurring in the residence hall and provides reports to the Director, as requested.
8. Oversees the room change and room consolidation processes; makes assignments and room changes as necessary.
9. Works collaboratively with staff from other University departments to provide services, support and programs for residents.
10. Enforces and monitors policies and procedures that affect the residence hall operation; works with University Police Department on routine safety and security issues.
11. Monitors and prepares accurate time sheets and payroll information; prepares correspondence, memoranda; conducts meetings and provides information to staff and student assistants; rotates collateral assignments with other Area Coordinators; serves on campus committees, as requested; performs other duties, as assigned.

12. Participates in the selection, training and supervision of summer conference and/or summer school housing staff members; oversees preparation for summer conference guest housing; greets summer conference guests and oversees check-in/check-out processes; provides accurate counts of guests and nights stayed to the Director; responds to guest questions, complaints and requests.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of campus residence and student development programs and practices;
- Knowledge of the operation and use of personal computers;
- Knowledge of applicable University policies, procedures, and practices;
- Knowledge of the principles and practices of employee supervision, selection and training;
- Knowledge of purchase requisition and building maintenance work order procedures;
- Ability to coordinate the daily activities and operations of campus residence halls and/or apartments;
- Ability to work effectively and harmoniously with students, parents, and others contacted in the course of work;
- Ability to analyze problems and determine appropriate solutions;
- Ability to respond rationally and appropriately in emergency situations;
- Skill in oral and written communication; skill in interpersonal relations

QUALIFICATIONS

Bachelor's degree required. A degree in business, education, a social or behavioral science, or other related field preferred. One year of experience in campus residence life programs, student activities programming, or other programs serving college students; teaching or counseling experience. A Master's degree in Higher Education Administration, College Student Personnel, Education, Psychology, Business, Counseling or a related field preferred. Master's degree may substitute for the required experience.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909

Or fax to: 325-942-2156

APPLICATION DEADLINE

April 1, 2008.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

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