



**POSITION TITLE:** Area Coordinator

**DEPARTMENT:** Residence Life – Office of Student Life

**REPORTS TO:** Assistant Dean for Student Life

**SALARY RANGE:** \$33,108 – \$35,108 + full benefits

**FLSA DESIGNATION:** Full-Time, 10 Months

**SUMMARY OF THE POSITION:**

The Area Coordinator (AC) position is a 10-month live-in position. Whitworth University has a unique and robust Residence Life program that provides student development professionals with an exciting context to holistically support students, gain teaching experience, collect and analyze data, and develop inclusive living-learning communities. We are passionate about equipping students to be thoughtful, creative and culturally intelligent agents of change in their communities. Whitworth provides housing (including utilities) and meal plan through campus dining services. Area Coordinators are generally appointed for up to a four-year period, in consultation with the Assistant Dean for Student Life.

**OPPORTUNITIES OF THE POSITION:**

1. Serve as a positive role model for RAs and residents.
  - Affirm the centrality and applicability of Christian faith through the expression of values and ideals that are projections of that faith. Affirm the mission, goals and Christian heritage of Whitworth University.
  - Foster an accessible and inclusive living-learning environment through interpersonal interactions, thoughtful programming, and student empowerment.
  - Demonstrate support for the philosophy of Whitworth Student Life, the programs of Whitworth Residence Life, and the regulations and ordinances directing community behavior.
  - Demonstrate the ability and willingness to become personally involved with RAs and residents, and their developmental tasks.
2. Serve as a leader to RAs, student leaders, and residents.
  - Provide opportunities for student leaders and residents to learn about and develop their various identities.
  - Present experiences, training, and information to RAs and the leadership team that will promote their leadership skills, development, and interpersonal competencies.
  - Meet with RAs individually and as a group each week. Disseminate information, provide training experiences, and develop a sense of team cohesiveness and vision. Provide guidance, support, and information for RAs to enable them to fulfill their responsibilities.
  - Maintain a visible presence in the residence halls for which you supervise.
3. Serve as a member of the Whitworth Residence Life Team.
  - Attend and participate in weekly residence life training sessions and meetings as convened by the Assistant Dean for Student Life.
  - Participate in the emergency on-call process as assigned by the Assistant Dean for Student Life
  - Utilize RAs in the development and execution of a broad range of programs.
  - Raise awareness of university services and resources so that RAs are able to make referrals.
  - Ensure that RAs and residents are aware of university and residence policies and that RAs are adequately informed and trained in the enforcement of these policies and crisis situations.
  - Develop, in cooperation with the Assistant Dean for Student Life, specific goals and objectives to be achieved as part of the Area Coordinator responsibilities.
4. Serve as an administrator.
  - Oversee the check-in/check-out procedures, including key handout and collection.
  - Coordinate room changes, occupancy, and room assignments with the Housing office.
  - Conduct routine inspections of the residence facility and promptly report damages and/or vandalism via work orders.
  - Schedule, administer, and supervise evening program coverage and activities.



# WHITWORTH UNIVERSITY

- Maintain knowledge of residence security systems (fire equipment, alarms, doors, and locks). Verify their working condition through scheduled fire drills and inspection of doors, locks, and fire extinguishers and promptly report all maintenance needs.
- Participate in Residence Life staff and Residence Life program evaluations; complete evaluations, reports and forms as requested by the Assistant Dean for Student Life.
- Participate in the selection of Residence Life staff members.
- Maintain records of residence area disciplinary actions, staff performance, and personal performance.
- Fulfill other duties as assigned by the Assistant Dean for Student Life.

## REQUIREMENTS OF THE POSITION:

- Demonstrated cultural competence, awareness of societal and structural inequities and proven experience in effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to, race, gender, varying abilities, sexual orientation, gender identity, class or religious perspectives.
- A personal commitment to the Christian faith.
- A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check required.

## PREFERRED JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with students from traditionally underrepresented identities.
- Understanding of basic human development theory and its application to a residential setting.
- Competence in relational, interactive, and confrontational skills.
- Ability to teach in both formal and informal settings.
- Ability to develop and/or utilize schedules, records, reports, and forms to organize time, supervise staff, and manage a residence facility.
- A significant amount of walking and climbing stairs is required for this position.
- An active commitment to equal opportunity for all persons.

## ORGANIZATIONAL RESPONSIBILITIES OF THE POSITION:

- Directly supervise 16-20 Resident Assistants
- Functions as an essential personnel for the university

## REQUIRED QUALIFICATIONS:

**Education:** Master's degree in an area relating to student development or student affairs, or B.A. or B.S. and two (2) years' professional experience related to student development.

**Experience:** Graduate experience or 2 years of professional experience in Higher Education

**Licenses/Certifications:** None required

## APPLICATION PROCESS:

The following documents are required to complete the online application form:

- 1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
- 2) Résumé
- 3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
- 4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.