Under the leadership of the Director of Residence Life and Student Housing at the University of New Mexico and the immediate supervision of the Residence Life Manager, the Area Coordinator is a full time (12-month), on-call, live-in professional that plays an integral role in the function of the department of Residence Life and Student Housing (RLSH). As RLSH aims to enhance educational, social, and personal growth for residents, the Area Coordinator helps to create conditions within the residence halls that allow a diverse student population to learn and live in a comfortable, non-threatening environment.

To best aid the department in achieving these goals, the Area Coordinator must employ a student-centered approach, the ability to identify and address student needs, facilities operations knowledge, a desire to collaborate, strategic problem-solving ability, sound judgment, administrative management skills, and a timely response to problems that arise. The Area Coordinator directly supervises between 5 and 12 paraprofessional Resident Advisors and a Student Hall Director, as well as indirectly supervising 3-4 Resident Advisors who directly report to the Student Hall Director. Area Coordinators play a key role in RA staff selection, training, development, and evaluation. The Area Coordinator is responsible for an area of assignment with 400-650 residents and directs social and educational programming initiatives, facilitates student mentorship and leadership development, adjudicates student conduct cases, and completes other duties as assigned by supervisory staff members, or that arise as part of meeting the needs of the students, community, or University.

The ideal candidate will be well-organized, possess outstanding written and verbal communication skills, have experience with supervision, have a team-minded approach, be able to work under pressure and with significant autonomy, and be committed to student development as part of a Hispanic Serving Institution that is devoted to providing opportunity and access for all students, including a significant population from rural, first-generation, and low-income backgrounds.

I. Minimum Qualifications
   A. Bachelor’s Degree in related field with at least two years of post-Bachelor’s experience in Residence Life or Student Affairs; Master’s Degree and at least one year of post-Bachelor’s experience strongly preferred.
   B. Experience living in campus housing.
   C. Demonstrated desire to positively influence the lives of students and create a positive community that is conducive to academic success.
   D. Proven excellence in organizational skills, sensitivity for a diverse student population, and an ability to work in collaboration with students, faculty, and staff.
   E. Ability to live on campus in a provided partially furnished one, two, or three bedroom apartment (Utilities, cable, internet, local telephone included).

II. Compensation & Benefits
   A. Meal plan (During the Academic Year).
   B. Comprehensive benefits package, including domestic partner benefits as established by the University and State of New Mexico.
   C. Permissive pet policy within the department of Residence Life & Student Housing
   D. Immediately available tuition remission (as outlined by UNM Human Resources)
   E. Salary starting at $29,182.00

III. Term of Appointment/Reappointment
   A. The period of employment is July 1 to June 30, corresponding to the fiscal year.
   B. The Area Coordinator position is considered an overtime exempt, “at-will” position.
C. The Area Coordinator is appointed by the Director of Residence Life & Student Housing upon the recommendation of the Residence Life Manager.

IV. Position Responsibilities

A. Staff Selection, Training, Development, & Supervision
   1. Train, direct, supervise, and evaluate a Student Hall Director (SHD), which includes indirect supervision of the RA staff reporting to the SHD.
   2. Select, train, develop, support, mentor and evaluate Resident Advisor (RA) staff for assigned building/area.
   3. Assist in the overall coordination of RA & SHD selection by recruiting potential candidates, and fully participating in interviews and discussions about candidates.
   4. Conduct weekly building/area staff meetings to disseminate information to RA staff, and aid in ongoing staff training and development.
   5. Assist in the overall coordination, as well as attend, participate, and present in all Resident Education Unit training sessions, including professional, senior, and RA staff.
   6. Attend and facilitate, bi-weekly department-wide staff seminar on Tuesdays at 7:00PM.
   7. Conduct weekly or bi-weekly one-on-one supervisory meetings with RAs in direct supervision area.
   8. With the SHD, conduct weekly or bi-weekly one-on-one supervisory meetings with RAs in the indirect supervision area.
   9. Provide ongoing feedback on job performance to RAs & SHD, and conduct formal performance evaluations each semester.

B. Community Development
   1. Oversee, support, and evaluate RAs in planning and implementation of events and activities based on the departmental programming model.
   2. Maintain an awareness of events and activities taking place in the area of assignment as well as on campus, including attending events when practical.
   3. Establish personal and professional relationships with residents in area of assignment.
   4. Actively promote an environment in which individual students’ rights and the Community Living Guide are continually upheld.
   5. Develop and implement new ideas and concepts to improve the quality of life within the residence halls.
   6. Advise the Community Association which includes training officers, group development, goal setting, and active support for hall activities.
   7. Advise an additional nationally involved department student organization which includes training officers, group development, goal setting, and active support for hall activities.
   8. Support the ongoing Living Learning Communities within the assigned building(s) through building and maintaining connections with campus partners and engaging programmatic components.

C. Student Conduct, Intervention & Support
   1. Adjudicate student conduct cases in the direct and indirect area of assignment and determine sanctions.
   2. Meet with students that are considered to be academically at risk to provide them with support, resources and referrals to be successful academically.
   3. Refer residents to campus and community resources based on the presence of a need.
   4. Provide timely and accurate documentation and communication regarding incidents, hearings, outcomes, and referrals.
5. Support students as they overcome mistakes by challenging current thought processes and behavior patterns.
6. Familiarize residential students with University and departmental policies, procedures, and guidelines and ensure appropriate enforcement thereof.
7. Consult with supervisory staff regularly regarding student conduct matters.
8. Serve as a Campus Security Authority, as outlined by the Clery Act.

D. Administrative Duties, On-Call, & Emergency Response
1. Establish and maintain a RA semester duty schedule for daily supervision of the Residence Halls, including evenings, weekends, holiday breaks.
2. Understand and disseminate emergency procedures and guidelines to RA staff, residents, and outside cooperating agencies.
3. Serve as part of an on-call rotation to respond to and support RA staff members through emergencies, urgent matters, and policy violations on campus.
4. Collaborate with local and college authorities in responding to emergencies.
5. Communicate to students/staff and maintain working office hours daily during normal business hours (8:00AM-5:00PM, M-F).
6. The Area Coordinator position requires a non-traditional work schedule, by providing duty coverage for the assigned area, which does include weekends and holidays.

E. Collaboration & Professional Development
1. Cultivate successful professional relationships with students, parents of students, Community Directors, Area Coordinators, Residence Life Manager, Director of RLSH, support staff, LLC campus partners, and other campus departments.
2. Serve on committees as directed, assigned, or voluntarily as a department representative.
3. Meet weekly with the Residence Life Manager to discuss issues, concerns, and progress toward personal, staff, or community goals or issues of concern.
4. Area Coordinators are encouraged, with prior approval from supervisory staff, to pursue personal, professional, and educational growth through additional undergraduate or graduate course work, consulting professional articles and journals, reading books pertaining to student affairs, attending professional conferences, and community involvement.

F. Facilities and Operations
1. Assist the Operations Staff in opening and closing of the residence halls at the beginning and end of the academic year, and during periods of academic recess.
2. Work cooperatively with RLSH functional areas in matters related to hall maintenance, custodial, room assignments, roommate conflicts, verification of occupancy and hall/room damage issues.
3. Assist in the operation of area desks by providing daily supervision and task management.
4. Process approved room changes within assigned area, participate in department wide room change time periods, and maintain awareness of roster changes.
5. Receive and process reports of damages, needed repairs, and items of a similar nature, and follow-up regarding completion of repairs.
6. Maintain professional relationships and communication with facilities and custodial staff.
7. Monitor and inventory storage areas, lounge and public areas in area of assignment.