



STAFF POSITION AVAILABLE:
Area Coordinator

Residential Life at University of the Ozarks is devoted to a holistic development of our students. We believe that we are called to support our institutional mission, to serve our students who come to us with diverse academic, spiritual, cultural and economic experiences and developmental needs. Residential Life is committed to seizing this opportunity to create living and learning environments that dynamically engage students, in developmental ways, to meet them where they are and to walk with them as they explore and grow within our residential communities. True to our Christian heritage, we prepare students from diverse religious, cultural, educational and economic backgrounds to live life fully.

Job Description:

The Area Coordinator position provides leadership and management for the university's residential communities. Responsibilities include the supervision and development of the student Resident Assistant staff, the creation of safe and inclusive environments for our residents, provide student support for students to be successful inside and outside the classroom, and assist students within the conduct process.

The Area Coordinator at Ozarks is a live-in, 12-month position with primary responsibility for the management of the residence halls. The Office of Student Affairs staff is dedicated to student growth and development outside of the classroom and considers Residential Life an integral part of this learning experience. In supporting the learning environment, the Area Coordinator is a role model, a facilitator, and an essential leader in the effective operation of the residence life program.

All Area Coordinators share the following expectations and responsibilities:

- **Staff Development:** Focus on the development and mentoring of student staff. Recruitment, training, development and mentoring student staff. Direct supervision of student staff. This includes weekly meetings with student staff both individually and collectively. Participation in staff recruitment/selection and training.
- **Student Outreach:** Establish personal contact with students in order to adequately address student needs and concerns by remaining visible, approachable, and active in the halls. Timely follow-up on Care Team concerns in support of student wellbeing and retention.
- **Administration and Management:** Maintain general operation of residential communities, including budget management, facilities assessment, occupancy management, and communication with related offices and personnel including physical plant, housekeeping, housing, and student development.
- **Divisional Representation:** Engage with other campus departments and personnel in the administration of primary and collateral duties. Each AC will have collateral duties with another office in Student Affairs or other campus department based on the needs of the University and the talents and interest of the AC. Collateral assignments. Collateral assignment opportunities include Student Activities and Conference Services, International Programs and Ozarks Outdoors. All ACs will also assist with summer conference administration.
- **Leadership and Programming:** Encourage the leadership development of students, facilitate creative programming with student staff, and develop programs to support students within the residential communities as they transition to the rigors and responsibilities of university life. Share in the implementation of campus wide programming by the Office of Student Affairs.
- **Counseling and Crisis Intervention:** Provide assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to other professionals when appropriate. Assist in crisis situations.

- **Policy and Discipline:** Understand, support, and enforce campus regulations in a developmentally appropriate context; conduct educational disciplinary meetings; and assign appropriate sanctions. Support resident assistants in the enforcement of policy and discipline.
- **Duty Coverage and Accessibility:** Serve as on-call contact for campus emergencies; generally one out of every four weeks. Provides in-hall duty coverage during open break periods.
- **Other Responsibilities:** Participate in Residence Life/Student Affairs administrative tasks, including: duty schedule; housing selection and placement; health and safety inspections for residence halls; opening and closing processes; damage assessment; and other processes and duties as assigned.

Requirements:

- Master's degree in student development, higher education administration, college student personnel, or other related field required
- Experience in Residence Life
- Have a student centered focus to foster holistic student development
- Experience in developing inclusive community building programs
- Demonstrated experience in conducting student leadership training programs, program planning and development, and needs assessment in a college environment

Additional Information:

The Area Coordinator reports to the Assistant Dean of Students/Director of Residential Life.

University of the Ozarks is committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of our student body. We believe it is educationally imperative to further our students' appreciation and understanding of a culturally diverse society, and we are committed to ensuring a diverse environment for all individuals, regardless of race, gender, religion, nationality, ethnicity, sexual orientation, physical ability, or disability. In that spirit, we are especially interested in receiving applications from individuals who would contribute to the diversity of our community.

Application Instructions:

Send a letter of interest, résumé and contact information for three to five professional references to Mr. Brian Hull, Assistant Dean of Students and Director of Residential Life.

- E-Mail, with pdf attachments (for applications): bhull@ozarks.edu
- E-Mail (for questions about the position): Brian Hull, bhull@ozarks.edu
- Mail: University of the Ozarks, 415 N. College Ave., Clarksville, AR 72830
- Phone: (479) 979-1211

Priority Deadline for full consideration of positions is February 17, 2017, all positions are opened until filled.

Mr. Brian Hull will be attending The Southern Placement Exchange conference in Memphis TN, February 9-11, 2017, where he will be available for preliminary interviews and conversations about the position.

University of the Ozarks is an Equal Opportunity Employer. The University makes no distinction in its employment policies or procedures on grounds of age, race, gender, religious belief, color, sexual orientation, national origin, or disability.