



Area Coordinator

Review: March 16, 2012

(Job #12-12) Area Coordinator, Student Services Professional III, (SSP III) \$3,834—\$5,462/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month probationary position in Housing and Dining Services.

Position Summary: Under the general supervision of the Assistant Director, the Area Coordinator will be responsible for the oversight of professional staff and their corresponding apartment communities, special projects such as emergency preparedness, and providing guidance and support to the office of Residence Life. This position will be responsible for two full time live-in professional staff and 15 student staff who serve nearly 700 residents in apartment communities. Involvement with professional associations and university committees, events and functions is required. Professionals interested in working with a socially just, team-orientated, academically centered, and environmentally responsible organization are strongly encouraged to apply. This position boasts excellent state benefits package including medical/health, dental, vision, & retirement; a meal plan; and professional development funding opportunities.

Duties: Under the supervision of the Assistant Director, Residence Life in the Department of Housing, the Area Coordinator will be responsible for:

Supervision - Supervise and serve as a resource for at least two full-time professional Residence Life Coordinators who are responsible for the management of apartment communities; co-coordinate selection, training, and professional development of the Residence Life Coordinator staff, this may include recruitment at placement exchanges, service on search committees, and coordination of campus visits from candidates; schedule regular meetings for task analysis, review of student conduct proceedings, and job satisfaction; co-facilitate Residence Life Team meetings and co-create staff expectations with the Assistant Director; and assist with the assessment and review of strategic goals and learning outcomes.

Emergency Management and Preparation – Coordinate all emergency training, simulations, and drills including annual multi-agency simulation events, fire extinguisher training, fire alarm testing, and table top exercises for the department; meet bi-monthly with the University Police Emergency Services Coordinator; attend Campus Emergency Response Training (CERT) meetings; complete all documentation required after drills and emergencies; organize inventory, purchase supplies for emergencies; regularly update rosters; create and update department publications regarding emergency preparedness; record emergency exercises for education and training purposes; recruit, train, and manage student workers to provide access to the fire lanes during move-in and move out periods; monitor and report door propping information; compile Clery Act reports and date for the department; schedule appropriate staffing for university breaks.

Student Staff Selection and Training – With direction from the Assistant Director, serve as the primary coordinator for training and selecting 40 community advocates and 10-15 other student staff positions; assign projects and tasks to Residence Life Coordinators to assist with the process, such as the generation of job descriptions, application materials, recruitment efforts, and interview processes; provide a training schedule and coordinate session assignments for student staff training; arrange room reservations, retreat location, and any other preparation that is necessary for student staff trainings.

Department Support – Provide guidance to the office of Residence Life in the absence of the Assistant Director, this may include responding to critical incidents, addressing staff issues, and adjudicating conduct cases or appeals; lead and mentor new staff; serve as a positive role model; participate in a rotation to provide consultation for the Residence Life Coordinator on Duty in after hour incidents; develop, present, and participate in professional development and training, respond to emergencies and confront policy violations; complete weekly and yearly reports; represent the department at the University level by serving on committees, participating in campus initiatives, and being involved in national and regional professional associations; other duties and projects as assigned.

Minimum Qualifications: Education & Experience: Equivalent to Bachelor's degree and three years of professional experience in one of the student services program areas. A Master's Degree in a job-related field may be substituted for one year of the professional experience.

Knowledge, Abilities & Specialized Skills: Successful candidates will possess: a general knowledge of the personal, social, and academic challenges encountered by college students; working knowledge of current issues and trends in higher education; an understanding of student development, cultural identity development models, leadership development theories, and social justice action continuums; a familiarity with the principles of community development; working knowledge of management techniques and personnel practices; solid administrative and organizational skills; effective interpersonal and intercultural communication skills; the ability to set goals and priorities, make reasoned and balanced decisions in moderately complex situa-

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tions, and meet deadlines; computer proficiency; and the ability to foster and maintain cooperative working relationships with diverse student, staff, faculty and community members.

Preferred Qualifications: Master's Degree in Student Affairs Administration, College Student Personnel, Higher Education, Counseling, Sociology, or other related field strongly preferred. Prior experience of coordinating essential processes, such as training and selection, in a Residence Life program. Bilingual professionals are encouraged to apply.

Additional Information: Questions and requests for additional information should be directed to: Jeremy N. Davis, Assistant Director, Residence Life, 355 Granite Ave., Jolly Giant Commons, Arcata, CA 95521-7914. Phone: (707) 826-3451 - Fax: (707) 826-5316 - email: Jeremy.Davis@humboldt.edu.

Application Procedure: Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: This position is open until filled. Review of applications will begin 5:00 P.M., Friday, March 16, 2012.

Human Resources

Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626

Fax: (707) 826-3625

www.humboldt.edu/jobs

Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3084

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: February 3, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.