



UNIVERSITY HOUSING

Human Resources

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**UNIVERSITY HOUSING
JOB DESCRIPTION**

TITLE: Area Coordinator
Residence Halls

UNIVERSITY CLASSIFICATION: Supervisor Service II
CLASSIFICATION CODE: PJ20-08

BASIC FUNCTION AND RESPONSIBILITY

Required live-on professional position that manages the operations and student development mission of a University residence hall neighborhood.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Create, design and implement along with hall coordinator(s) and other management staff in University Housing a yearly developmental plan for the neighborhood and individual halls that focuses on creating a community of learners that encompasses the entire neighborhood and its daily operation.
- Administer a discipline system that encourages responsible student behavior.
 - Investigate reports of policy violation, damage, thefts, etc. Follow up with appropriate staff and students to determine accuracy.
 - Maintain appropriate disciplinary and administrative records.
- Provide administrative supervision of hall coordinator(s), graduate assistant-assistant hall coordinators, clerical support staff, and student staff.
 - Participate in the hiring process of assigned staff.
 - Evaluate the performance of assigned staff and recommend salary increases, promotions, discipline, and dismissals.
 - Participate in the planning, implementation, and evaluation of training workshops and in-service sessions.
 - Participate in development and implementation of University Housing policy. Train and evaluate staff in new or revised work methods and procedures.
- Manage the operational activities of the neighborhood.
 - Provide direction and support for educational, academic, personal, and career decision-making programming and student leadership.
 - Assist residents in resolving housing, general living, personal and academic problems and refer to appropriate advisory services.
 - Respond to inquiries and complaints from students, staff, and public (including parents).
 - Assist the Admissions Department by promoting University residence hall facilities and services to prospective students, parents, and the University community.
 - Assist with summer conference operations.
 - Assist in preparation of annual internal operating budget; establish and monitor operating controls.
 - Participate in the planning, revision, and implementation of procedures and work methods to improve efficiency of operation and services to residents and the University community.
 - Assist with the management of residence hall laundry operations.
 - Prepare and oversee the preparation of special and periodic reports.
- Assist with facilities management of the neighborhood (buildings and grounds).
 - Perform regular inspections of residence hall facilities and grounds to identify maintenance and replacement needs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (Continued)

- Responsible for meeting residents' needs for maintenance work by investigating and evaluating requests, initiating work orders, and ensuring that work is completed in a timely and effective manner.
- Recommend improvements to assistant directors (Residence Life, Facilities & Operations) for major repairs, replacements, and additions to equipment, facilities, and grounds.
- Maintain safety and sanitation standards to assure compliance with University, state and federal codes and regulations.
- Respond to emergencies on a twenty-four hour basis.
- Chair a residence life committee and serve on other University and departmental committees as assigned.
- Develop a collaborative relationship with members of the department and the University community.
- Demonstrate respect for all members of The University community. Establish and maintain standards of collaborative interaction among peers, staff and students that are characterized by respect, honesty and service. Assures that all staff are held to similar standards and ethics.
- Works to assure that all students, staff and peers are respected and treated consistent with University policies in regard to equal opportunity and diversity while providing each staff member the opportunity to contribute to departmental goals. Welcomes the richness of talent and recognizes that diversity brings stimulation, challenge and energy that contribute to a productive and effective community.
- Represents the interests of the University, University Housing, and the students in the use of resources to meet service and productivity demands within goals and budgets; strives to promote continual improvement in the allocation of resources; inspires and motivates others to high performance by exercising strong stewardship of University resources.
- Seeks opportunities to enhance one's own professional knowledge, skills, and abilities as they relate to one's current position and/or prepare for potential future roles and overall career development. Identifies opportunities for and creates developmental plans that encourage staff to attend to the growth of their personal and professional capacity.

SUPERVISION RECEIVED

General supervision is received from the assistant director University Housing, residence life or other designated official.

SUPERVISION EXERCISED

Functional and administrative supervision is exercised over hall coordinator(s), graduate assistant-assistant hall coordinators, support staff, and student staff.

BASIC QUALIFICATIONS

- A Bachelor's degree and a minimum of two years residence hall work (including live-in) experience or an equivalent combination of related education and supervisory experience required.
- Excellent written and verbal communication skills are required.

DESIRABLE QUALIFICATIONS

- A Master's degree in Counseling, Student Personnel, Higher Education, or a related area is desirable.
- Reasonable (1-3 years) experience in personnel supervision.
- Two – three years post Master's degree work experience in a residence hall environment is desirable.
- Excellent organizational skills.
- Excellent interpersonal skills and ability to work with a diverse population.
- Reasonable experience in using computers, including Word, Excel, and email.
- Reasonable experience in handling multiple assignments, conflicting demands or priorities.
- Creative and self-motivated individual with demonstrated leadership experience.
- Some experience working with a collective bargaining agreement.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.