POSITION DESCRIPTION

TITLE: Area Coordinator for Alcohol Education - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Area Coordinator for Alcohol Education is a 12-month, full-time, live-in professional staff member in the Office of Residence Life. The Area Coordinator will be responsible for assisting with all facets of a residence life program designed to foster the development of almost 1500 residential students. The Area Coordinator will directly supervise undergraduate residence life student staff members in the residential units. The Area Coordinator will participate fully in the projects and activities of the division of Student Affairs and the College. The Area Coordinator will assist with campus alcohol education efforts. This position reports to the Associate or Assistant Director of Residence Life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.

- Responsible for following the ACUHO-I Standards and Ethical Principles for College and University Housing Professionals, the ACPA Statement of Ethical Principles and Standards, and State and Federal laws.

- The incumbent is considered “essential staff” during inclement weather and other emergency situations. When required, the staff member will be available, visible, and accessible on-campus to provide services as needed and as directed by the Executive Director of Student Life or the Dean of Students.

- Serves as Campus Security Authority.

The following responsibilities for the Area Coordinator will be taken from the list below (this list is not exhaustive) and reviewed annually.

- Assists with staff training and on-going in-service workshops of residence life student staff members.
Position Description
Area Coordinator for Alcohol Education

• Assists with staff recruitment and selection of the residence life student staff members.

• Assists with staff development programs for residence life student staff members.

• Assists with staff evaluation process of residence life student staff members.

• Assists with implementing the Academic Improvement and Management program for academically at-risk student staff members within the Office of Residence Life.

• 40% of time will be spent on alcohol education and coordination efforts.

• Member of the Alcohol and Other Drug Committee.

• Assist with the student conduct process.

The following responsibilities are managed by the Area Coordinator for their assigned area.

• Participates in the supervision of residence life student staff members.

• Assist with coordination the programming efforts of the residence life staff. Approves and monitors RA/RHC programming expenditures.

• Provides individual and small group counseling, advising, and roommate mediations as needed. Must be able to appropriately maintain confidentiality.

• Assists with all housing operations, including openings, closings, inventory of furnishings and equipment inspections, distribution of combinations and keys, room selection, housing assignments, etc.

• Participates in the development and review of residence hall policies.

• Participates in the development of the department budget.

MINIMUM QUALIFICATIONS:

• Education: Bachelor’s Degree, Master’s degree preferred.

• Experience: Proven ability to supervise a residence life staff; excellent written and verbal communication skills; flexible schedule; ability to work independently and as a member of a team; commitment to student development, student learning, and promoting an understanding of the value of diversity in the College community; understanding of the special mission of a residential, liberal arts Honors College; and strong advising skills.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.