



## Area Coordinator of Residence Life & Student Conduct

**Department:** Residence Life  
**Status:** Exempt, Full Time  
**Closes:** Open until filled

**Report To:** Director of Residence Life  
**Classification:** Administrator

### POSITION SUMMARY

Mercyhurst University invites applications for the position of Area Coordinator of Residence Life & Student Conduct, a full-time, twelve-month, live-in professional staff member within the Division of Student Life. Compensation includes salary, comprehensive university benefits, and a furnished on-campus apartment with internet, and utilities.

Rooted in Mercyhurst's Catholic heritage and guided by its mission to cultivate knowledge, foster mercy, and inspire service, the Area Coordinator plays a vital role in creating residential communities that support student learning, ethical development, and personal growth. This position partners closely with the Director of Residence Life & Student Conduct to create a residential experience that intentionally extends the University's academic and teaching mission beyond the classroom.

The Area Coordinator fosters communities where students learn responsibility, leadership, accountability, and respect for others—living out Mercyhurst's core values of compassion, integrity, service, and justice.

### DUTIES AND RESPONSIBILITIES

#### Mission-Driven Residential Education

At Mercyhurst University, residential life is not simply housing, it is an extension of the educational experience. Living on campus provides students with opportunities to:

- Develop teamwork and interpersonal skills
- Practice ethical decision-making
- Build discipline and accountability
- Engage in dialogue across differences
- Cultivate resilience and independence

The Area Coordinator serves as an educator in residence, guiding students through these developmental experiences while creating a safe, inclusive, and mission-centered community. The teaching of living and learning together, grounded in respect, belonging, and personal responsibility, is central to this role.

**Primary Responsibilities** – include but are not limited to

#### Residential Education & Community Development

- Provide a residential environment that supports both academic and social development.
- Create and sustain an educational atmosphere that fosters independent living skills, conflict management,



financial literacy, diversity, equity, inclusion and belonging, healthy relationships, and responsible decision-making.

- Oversee the total management of assigned apartment complexes and/or residence halls, including building openings and closings.
- Maintain a healthy, safe, and welcoming living environment through proactive facilities oversight and collaboration with maintenance.
- Serve as a visible and positive role model for students both on and off campus.
- Refer residents to appropriate campus resources and support services as needed.
- Prepare publications and communications for distribution to residents and staff.
- Regularly utilize professional email, phone, and campus communication platforms.

### **Supervision, Staff Development & Leadership**

- Select, teach, supervise, and evaluate Graduate Assistants and Resident Assistants.
- Select, train, and supervise desk staff within assigned residential areas.
- Plan and implement in-service training sessions and provide regular opportunities for staff learning, development, and feedback.
- Facilitate and participate in regular staff meetings with Resident Assistants, Graduate Assistants, and supervisory staff.
- Assist in Resident Assistant recruitment, selection, and training processes.
- Foster a team culture rooted in accountability, professionalism, and Mercyhurst's mission-centered values.

### **Student Conduct & Accountability**

- Serve as the primary adjudicator for conduct cases within assigned residential areas.
- Serve on conduct boards as assigned and maintain accurate student conduct records.
- Educate students throughout the conduct process using a developmental and restorative lens.
- Communicate and enforce university policies consistently and fairly to maintain community standards.
- Maintain a safe living environment by upholding university policies and community expectations.

### **Crisis Response, Safety & Risk Management**

- Provide rotating weekday, weekend, and break duty coverage across campus.
- Direct and respond to student emergencies and crisis situations.
- Participate in and educate students about residence hall/apartment fire safety inspections and emergency protocols.
- Collaborate with Campus Safety, Counseling Services, Title IX/Compliance, Facilities, and other campus partners to support student safety and wellbeing.

### **Housing Operations & Administrative Leadership**

- Assist with housing projects including housing selection/sign-up processes, occupancy management, summer conferences and summer housing.
- Support room changes, assignments, and residential transitions.
- Perform various day-to-day operational and administrative responsibilities associated with residential life



management.

- Maintain accurate records and documentation in accordance with university standards.
- Contribute to departmental initiatives, assessment efforts, and strategic planning.
- Perform other duties as assigned by the Director of Residence Life & Student Conduct

## EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited institution, Master's degree in Higher Education, Student Affairs, Student Services, Counseling, Secondary Education or a closely related field preferred.
- Demonstrated experience working with college students in a higher education, residence life, student conduct, counseling, education, or related setting.
- Strong interpersonal, organizational, and communication skills.
- Ability to respond effectively to crisis situations and manage multiple responsibilities in a dynamic environment.
- Commitment to fostering inclusive communities and supporting student development.
- This position requires certain evening and weekend hours. Vacation approval may be restricted during times of peak activity in the department.
- Professional or graduate-level experience in residence life, housing operations, or student conduct preferred.
- Experience supervising undergraduate and/or graduate student staff preferred.
- Experience adjudicating conduct cases or facilitating conflict resolution processes preferred.
- Familiarity with restorative practices and higher education compliance frameworks preferred.

## KNOWLEDGE AND SKILLS

- Knowledge of college student development theory and its application within residential communities.
- An understanding of national best practices in residential education, student engagement, and holistic student support.
- A commitment to diversity, equity, inclusion, and intercultural competence, with the ability to work effectively across diverse populations.
- Strong supervision and staff development skills, including recruitment, training, coaching, and performance management.
- Effective communication and facilitation skills, including conflict mediation and navigating difficult conversations with professionalism and empathy.
- Knowledge of restorative practices and developmental approaches to student conduct and accountability.
- The ability to respond to crises, assess risk, and collaborate with campus partners to support student wellbeing.
- Strong organizational skills with the ability to manage multiple priorities and maintain accurate documentation.
- The ability to build collaborative relationships and contribute to a mission-centered team environment.



### APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**