



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

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mercyhurst.edu

Area Coordinator of Residence Life & Student Conduct

Location: Erie

Department: Residence Life

Reports To: Director of Residence Life & Student Conduct

Full/Part Time: Full Time

Classification: Administrator

Closes: *Open until filled*

DESCRIPTION: Mercyhurst University seeks qualified applicants to fill the position of Area Coordinator of Residence Life & Student Conduct. This full-time, twelve-month, live-in position's compensation includes a salary, university benefits, furnished apartment, cable, internet, and a local telephone service. Specifically, this position assists the Director of Residence Life in creating an environment that is conducive to experiential learning by providing educational programs and training the residence life staff. The Area Coordinator is also responsible for communicating and enforcing university policy and serves as an adjudicator.

PRIMARY DUTIES include but are not limited to:

- Providing a residential environment that supports both academic and social development; Responsibility for the total management of apartment complexes/residence halls, including opening and closing buildings and maintaining a healthy and pleasant living environment by ensuring the maintenance upkeep of the residential buildings.
- Providing rotating weekday/weekend/break duty coverage across campus;
- Assisting in housing projects, organizing housing sign-up, Resident Assistant selection, and summer housing.
- Facilitating and participating in regular staff meetings with Resident Assistants, Graduate Assistants, and supervisor.
- Responsibility for selecting, training, supervising, and evaluating graduate student assistants and RA staff; planning in-service staff training and providing regular feedback and evaluations of job performance;
- Selecting, training and supervising staff at residence hall area desks;
- Directing and responding to emergencies;
- Serving as a positive role model for students both on and off campus;
- Serving as the primary adjudicator for conduct issues in the AD's residential area as well as serving on conduct boards and maintaining student conduct records;
- Referring residents for services as needed;
- Maintaining a safe living environment by enforcing university policies;
- Preparing publications for distribution;
- Participating in residence hall/apartment fire safety inspections;

- Regularly utilizing email and phone communications;
- Responsibility for various day-to-day operational and administrative duties
- All other duties as assigned by the Director of Residence Life & Student Conduct

PREFERRED Qualifications:

Bachelor's degree is required, with a Master's degree in Higher Education, Student Services, Student Affairs, and Counseling or related area preferred. Experience in Higher Education or Residence Life is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with college student learning and development theories.
- Demonstrated knowledge of best practices in student engagement on a college campus.
- Commitment to and knowledge of multicultural and diversity issues.
- Demonstrated ability to work effectively with a wide range of constituencies in a diverse community including experience working with international student concerns.
- Effective supervision, interpersonal, communication, and presentation skills.
- Ability to motivate, develop, direct and train assigned staff including coordinating and supervising work.
- Ability to foster a cooperative work environment.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to manage multiple tasks and effectively prioritize among competing needs.
- Ability to utilize assessment to guide initiative development.
- Ability to respond appropriately to conflict and crisis

SPECIAL REQUIREMENTS:

This position requires some evening and weekend hours. Vacation restrictions apply during times of peak activity in the department.

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

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.