



# DOANE UNIVERSITY

The Area Coordinator (AD) position is a 12 month full-time, professional staff member of the Office of Residential Life Education and the Student Affairs Division at Doane University. The position reports to the Director of Residential Life and Education, supervises a staff of 6 paraprofessional student leaders called Community Advisors (CAs), and is responsible for developing and implementing a comprehensive student-focused and curriculum based educational strategies for a residential community of approximately 300 students.

The AD oversees the implementation and enhancement of student learning outside of the classroom through a wide range of curriculum-based learning strategies including programmatic opportunities, leadership development, and academic initiatives. The Area Coordinator also works closely with academic affairs and other campus partners in facilitating the development of inclusive living-learning and engaging residential community that reflects the mission of Doane University. Participate in the Residential Education committee, diversity initiatives, Community Advisor selection, training, in-services; advise student groups (RHA & Themed Communities), and liaison with other Student Affairs offices. Serves as a Conduct Educator and participate in the on-call duty rotation. This position requires evening and weekend work.

### **Successful Area Directors have the following skill sets:**

knowledge of student development theory, residential curriculum, and student affairs best practices; ability to develop and implement an intentional curriculum-based educational strategy in a residential community; Effectively supervise and support CAs and other students; the ability to utilize information to make sound decisions in times of crisis; strong administrative management and organization ability; enthusiasm, flexibility, and commitment to the Mission and Values of the Housing and Residential Education department.

With a strong history, a solid reputation for academic excellence, and an exciting future, Doane University is a leader in higher education in the Midwest. Founded 1872 as the first private liberal arts and sciences institution in Nebraska, Doane University is known for its leadership in higher education, grounded in the university's commitment to academic excellence, innovation, community and a special sense of place for each individual.

Today, more than 1,000 students enroll on the Crete campus each academic year, and most are recent high school graduates who appreciate the enriching campus life at Doane. Students attending or graduating from Doane invariably remark about its inclusive family-oriented approach to living and learning. Programs which support and encourage this positive atmosphere include: a residential curriculum approach to residential living, a comprehensive leadership program, featuring curricular development, nationally known speakers and experts, and alumni networking and mentoring.

The office of Residential Life and Education plays an essential role in the success of Doane University and its students by providing quality facilities and services, student-centered personnel, and a curriculum based residential experience that has direct connections to the mission of Doane University. Our comprehensive, student-centered, residential program houses over 800 students and Over 70% of the undergraduate student population resides in university-managed residence halls. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of themed learning communities and leadership opportunities.

Primary/Essential Job Duties:

### **Residential Education**

1. Serve as a member of a team-oriented Residential Life and Education professional team.
2. Oversee the development of a safe, vibrant, and inclusive living-learning residential community that fosters opportunities for student growth and citizenship education.
3. Create educational strategies that are based on the Residential Citizenship Education learning outcomes and support Doane University mission, community values, leadership principles, and civic engagement.
4. Coordinate and implement educational strategies and lesson plans that promote intentional developmental of students within a specific residential community (First Year, Sophomore, Junior, and Senior).
5. Assist Community Advisors and Senior Community Advisors in developing floor leadership centered on community accountability and group goals through the use of community standards.
6. Collaborate with academic affairs and other campus partners to implement programmatic and other co-curricular initiatives that fully engage students and supports their academic and personal growth.
7. Supervise Community Advisors (CAs) and oversee the planning, implementation and assessment of floor and area-wide community programming.
8. Actively support the development of students in the residential community by having intentional educational conversations, leadership development activities.
9. Connect students with campus resources that support their personal wellness and academic success.
10. Create and monitor budget for residence education in assigned community and authorize expenditures by the Community Advisors
11. Build strong, collaborative relationships with campus partners, students, faculty/staff and parents; to support strategic goals of increasing student retention through the development of a vibrant residential community and the implementation of high impact practices.
12. Maintain office hours in the residential community and be available to assist students.
13. Utilized Council for the Advancement of Standards in Higher Education (CAS), ACUHO-I Standards, and current best practices in the field of Student Affairs in daily work.
14. Utilize technology and social media tools to foster student engagement and learning.
15. Participate in the design and tracking of the residential education co-curricular transcript in assigned community.
16. Properly document the use of assessment data to improve student learning, resource allocation, planning, and decision-making.
17. Serve as a university conduct educator, resolving student conduct matters utilizing an educational framework and restorative justice principles.
18. Facilitate educational meetings with students; encourage conflict resolution through mediation meetings and counsel and refer students as appropriate.
19. Advocate and encourage student responsibility for their environment in regards to damage and vandalism.

20. Serve in an on-call rotation with other colleagues assisting with the coordination of student emergency responses and support.
21. Serve in an auxiliary capacity within another office within Student Affairs.
22. Participate in other departmental projects and perform other duties as assigned.

### **Academic Support**

1. Maintain knowledge of campus resources and refer students to appropriate area; providing assistance and resources to students with higher academic needs.
2. Work with stakeholders (which could include faculty, staff, and paraprofessionals) to develop integrated living/learning experiences for students in learning communities.
3. Promote study group formation through paraprofessional staff and other student leader groups on campus
4. Collaborate with campus partners to increasing advising services in the residence halls
5. Promote faculty recognition and involvement efforts in the residence halls.

### **Staff Supervision, Selection, Evaluation, and Recognition**

1. Directly supervise, train, and evaluate 4-6 Community Advisors (CAs)
2. Set community development goals with Community Advisors, including short- and long-term development plans.
3. Provide on-going indirect supervision and mentoring of all CA staff.
4. Lead weekly staff meetings and other meetings as needed.
5. Supervise all CA floor and area-wide community programs.
6. Participate in the selection and training of CA staff.
7. Completing on-going and semester evaluation of CA staff
8. Collaborate in the development of the Community Advisor professional development plan
9. Supporting and recognizing group and individual achievements

### **Administrative**

1. Direct the day-to-day operations of assigned residential community & functional area community.
2. Assist with residential life operations, including occupancy reports, student moves, building roster, damage billing, key distribution etc.
3. Implement housing and University policies, and assure the proper interpretation of policies to CA staff and residents.
4. Serve as a liaison with Central Office, Safety, Facilities and other university departments and constituents, including Counseling and

### **Mental Health, Multicultural Student Services, Health Center, academic departments, and parents.**

5. Participate in Residential Education committee.

6. Maintain an area budget and approve staff expenditures.
7. Develop and implement area objectives to support unit and department goals, and assist in the development and formulation of department goals, policies, and procedures.
8. Consistently and frequently tour areas of responsibility.
9. Complete assigned administrative responsibilities, reports, and related tasks (health and safety inspections, opening and closing of residence halls etc.)
10. Work closely with Facilities in monitoring the residence hall physical facilities and coordinate seamless housing assignments processes.
11. Assist in the coordination of housing selection, room switch requests and other housing related duties.
12. Support and administer approved departmental and divisional assessment programs and initiatives
13. Other responsibilities as assigned.

### **Emergency and Crisis Response**

1. Take part in on-call duty rotation with other Residential Education staff members.
2. Accessible by department provided cell phone when on duty for response to emergency situations and conduct violations.
3. Work closely with Safety, Facilities, Counseling, and other agencies on immediate response to incidents in the residence halls
4. Provide support and guidance to CA staff in addressing crisis situations and community concerns
5. Share the responsibility of maintaining health, fire, and safety standards.
6. Exercise sound judgment and ethics to handle situations appropriately
7. Document policy violations in a timely manner

### **Conduct Educator**

1. Coordinate Student Conduct for assigned area in accordance with department and university processes.
2. Administer an educational conduct process using established learning outcomes and motivational interviewing skills
3. Follow up with residents regarding incidents and completion of assigned sanctions
4. Consult with Senior Judicial Officer for guidance as needed on

### **Professional Development**

1. Participate in developmental opportunities (webinars, conference, etc) related to the Residential Citizenship Education Curriculum and overall student learning.
2. Collaborate with supervisor to create and follow a professional development plan for the AD position.
3. Participate in national and regional professional organizations and activities.
4. Maintain a healthy professional reading regimen.

5. Remain aware of current best practices and trends regarding student learning and development student.

**Department Responsibilities:**

1. Attend all divisional and staff meetings and retreats.
2. Maintain a high degree of visibility and availability to students, faculty, and staff.
3. Maintain close communication and positive public relations with residents, student and professional staff, maintenance, and custodial.

Coordinate or represent the Department on committees, recruitment activities, or projects as assigned.

4. Perform other duties as assigned.

**Qualifications/Skills/Abilities Required for Position:**

- Demonstrated commitment to student growth and development.
- Ability to work collaboratively with campus partners
- Demonstrated commitment to diversity and inclusion.
- Previous work with developing and implementing a residential curriculum program a plus
- Strong administrative, communication and interpersonal skills
- Knowledge of student development theory and best practices in student affairs

**Education/Training Required for Position:**

- A Bachelor's Degree is required and candidates must have previous experience working in a residence hall.
- Basic software skills necessary (MS Office products)
- The Residence Life Coordinator must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities.
- The Office of Residential Life and Education at Doane University is built on a student learning residential curriculum that supporting student leadership development, Intellectual inquiry, Ethical values, and inclusive living-learning residential community.

**Preferred Qualifications**

- Knowledge of Residential Curriculum models, motivational interviewing, ACUHO-I Standards, CAs Standards, NASPA Learning Reconsidered.
- Experience supervising professional residence hall staff.
- Experience working in a residential college or university.
- Current membership and/or active involvement in related professional organizations.