

## Area Coordinator

### Responsibilities:

The Area Coordinator position is responsible for the supervision of 3 residence halls with a population of approximately 475 students. Area Coordinator supervises 2 Assistant Residence Hall Directors (3rd year RA's) who oversee residence halls, as well as 17 Resident Assistants. The primary function is to direct and oversee the operations of the residence halls including: staffing, student development, training and education, administrative and managerial responsibilities, facilities management, and professional development. Area coordinators serve in the central housing office and fill collateral assignments when requested.

The Area Coordinator's major function is to assist students in their total development. Area Coordinators must be committed to student development and capable of responding in a positive manner to a wide variety of situations. Area Coordinators are expected to carry out their responsibilities in a manner that will further individual student responsibility and promote self-discipline within the residence hall community

### Requirements:

- \* Masters degree in higher education administration/counseling or related field required.
- \* Previous residence hall and supervisory experience required.
- \* Programmatic and supervisory experience and demonstrated student organizational leadership experience preferred.
- \* Knowledge of human and student development, group dynamics, personal computer proficiency, and excellent interpersonal and communication skills preferred.

### Remuneration:

\$27,213 (12 month), full benefits. Furnished apartment, utilities, local telephone, cable, high speed and wireless internet, and full meal plan. Pittsburg State University is an Affirmative Action / Equal Opportunity Employer.

### To apply:

Send letter of application, resume, and name/address/phone number of 3 references to:

Melissa Beisel  
Assistant Director of University Housing  
1701 S. Broadway St.  
Pittsburg, KS 66762  
(620) 235-4257 (phone)  
(620) 235-4229 (fax)

### Application Deadline:

March 7, 2008