

The Area Coordinator is a 12-month, live-on professional who provides developmental leadership for the graduate and undergraduate student staff in an area of campus housing approximately 1300 students and is supervised by the Assistant Director for Residence Life. The campus is served by two Area Coordinators. For the 11-12 academic year, only one area coordinator placement is open. This area, concentrated on the west side of campus, consists of all of our apartments and suite-style halls and houses a mix of student classifications. The Area Coordinator manages daily operations through a student development lens to support the UWG mission of “Educational Excellence in a Personal Environment.”

- Supervise and evaluate 4-5 graduate resident directors; indirectly supervise Resident Assistants in area. Help graduate student staff make meaning of their classroom and work experiences.
- Manage 2-4 special projects or committees each semester such as staff training, manual development, advising, or staff selection.
- Serve as the primary contact for parents of residents in the assigned area.
- Provide leadership for educational initiatives in the area including student involvement, programming, living-learning communities, and academic support initiatives.
- Provide leadership for duty structures and crisis and conflict response in assigned area.
- Serve in a campus wide on-call rotation.
- Manage the conduct process for the assigned area and liaison to the Assistant Dean of Students; serve as a disciplinary officer.
- Oversee the budgets for area programming accounts.
- Liaison to area maintenance and custodial staff.
- Provide leadership for administrative and facilities processes in area.
- Instruct 2-credit hour graded RA class each fall semester, and spring, if needed.
- Assist as requested with major department events and functions; some evening and weekend work is required.
- Assist with summer conference, summer school, special projects, and/or orientation as assigned each summer.
- Utilize various software including Banner, Mapworks, Maxient, and StarRez to complete job functions.
- Perform other duties as assigned by direct supervisor and/or the Director of Housing and Residence Life.

Minimum qualifications: Master’s degree and 1 year full-time or 2 years part-time work experience in Housing/Residence Life. **Preferred qualifications:** Master’s degree in College Student Personnel or related field and 2 years of full-time, post-masters work experience in Housing/Residence Life.

Compensation: Furnished apartment on-campus apartment with including basic utilities, professional development support, and attractive and flexible University System of Georgia benefits package. Salary is commensurate with experience.

Timeline: Review of applications will begin immediately and applications will be accepted until the position is filled. Anticipated start date June 1, 2011. Please apply through the [UWG employment website](#); this is classified as an administrative position.

About UWG: The University of West Georgia, located in Carrollton, is just one hour southwest of downtown Atlanta and enrolls approximately 11,000 students, with about 3,000 living on campus. Founded in 1906, UWG is a comprehensive mid-sized university on an attractive wooded campus in a lively southern town. UWG has opened five new student life facilities in the last five years, including a 600-bed apartment complex, a 16-house Greek Village, and two new athletic complexes. In August of 2010, the first cohort of students in UWG’s new Masters of Education in Professional Counseling/College Student Affairs began. With this new program, UWG Housing and Residence Life has transitioned to a staffing model where graduate students provide primary supervision for the residence halls.