



Area Coordinator

11-month position

North Park University is a Christian university located in the city of Chicago and has been designated by the U.S. Department of Education as a Hispanic-Serving Institution and Minority-Serving Institution. North Park uses its core identity as a Christian, Intercultural and City-Centered campus to expand opportunities that support student recruitment, retention, and degree completion. North Park University is committed to equal opportunities for employment. We do not and will not discriminate on the basis of race, national origin, sex, age, disability, marital status, or status as a disabled veteran or Vietnam-era veteran.

Division: Student Engagement

Reports To: Director of Residence Life & Housing

Position Summary

The Area Coordinator is responsible for developing and maintaining a healthy and positive community that addresses the academic, emotional, physical, psychological, social, and spiritual facets of the students in the living area. The Area Coordinator strives to foster a sense of community through the intentional development of appropriate mentoring relationships with residents; through the initiation, direction, implementation, and evaluation of living area programs and operations; and through the supervision of Resident Assistants and staff members. The Area Coordinator position is an 11-month, live-in position.

Responsibilities:

- Develop positive and professional relationships with students by serving as role model.
- Train, supervise, advise, and evaluate a team of Resident Assistants.
- Select, train, supervise, and evaluate a Desk Manager and Desk Attendants.
- Effectively communicate the mission and purpose of North Park University, the Division of Student Engagement, and the Office of Residence Life and Housing.
- Conduct weekly staff meetings, meet one on one with Resident Assistants weekly to coordinate programming efforts and develop meaningful goals for the living area.
- Maintain accurate resident lists and key inventories by directing and coordinating the opening and closing procedures for the living area at the beginning and end of each semester and during holiday break periods.
- Facilitate student moves and room changes throughout the year in conjunction with the Director of Residence Life and Housing.
- Direct the overall administration of the living area by monitoring and coordinating daily operations, residence life issues, and appropriate policies and procedures.
- Serve as a liaison between the living area and campus offices such as Physical Plant and Campus Safety when needed.
- Make referrals for students facing academic, personal, medical, and/or spiritual concerns to Student Engagement, Counseling Support Services, Health Services, University Ministries, etc.
- Facilitate the student conduct process for residents in the living area.
- Communicate interest in and availability to students by maintaining regular office hours, attending living area functions, and being visible in the living area and on campus.

- Assist in crisis management and emergency response by being available to students and staff and serving in the “On Duty” rotation with the other Area Coordinators. Included in this but not exclusive is support for public health policies and crises.
- Hold office hours in the main Residence Life and Housing Office.
- Serve as a lead on projects regarding Residence Life such as Residential Curriculum, Resident Assistant engagement and development, or residence hall desk operations.
- Support the Director in coordinating move-ins and move-outs for the summer terms.
- Supervise Summer Resident Assistants and summer programming initiatives.
- Propose and implement improvements on Residence Life projects and operations during the summer.
- Participate in proactive team efforts to achieve departmental and university goals.
- Work occasional evenings and weekends for programming, operations, and busy periods, such as closing of each semester.
- Serve a collateral assignment in another office in the Center for Student Engagement (i.e. Student Activities, Student Success, Office of Diversity and Intercultural Life, and Career Development Office, etc.).
- Attend and participate in key North Park University events such as, Gathering Days, Faculty/Staff Development Day, sporting and musical events, etc.
- Support the mission and goals of the University, the division of Student Development, and the Office of Residence Life and Housing by assuming other responsibilities as assigned by the University President, the Vice President for Student Engagement, the Dean of Students, or the Director of Residence Life and Housing.

Qualifications:

- A bachelor’s degree from a 4-year university or college. *A master’s degree in student development, counseling, or human services field strongly preferred.*
- A personal commitment to the Christian mission of North Park University.
- Sensitivity to and support for multicultural issues and populations and diversity education.
- A developmental understanding of college students and a desire to facilitate and encourage their development in a supportive and service-oriented environment.
- An entrepreneurial spirit with proven leadership skills and managerial abilities.
- Demonstrated ability to creatively and efficiently solve problems, using sound judgment, assuming ownership of a problem, and resolving challenges in a collaborative manner.
- Demonstrated ability to communicate effectively in writing and orally.
- Agility and familiarity with latest software, database systems, computer literacy.
- Demonstrated ability to effectively coordinate overlapping tasks and consistently meet deadlines.
- Ability to traverse stairs in/out of living areas, Campus Safety Center, and Dining Hall.

Other Desirable Qualifications:

- Previous residence life experience is strongly preferred.
- A strong understanding of what it means to live in an urban environment.
- CPR/First Aid certification.
- Valid driver’s license preferred.

Compensation:

- Benefits include an unfurnished apartment (utilities included); meals while the University is in session; and other benefits extended to full-time employees.

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.