UNIVERSITY of ALASKA

Many Traditions One Alaska

Position Job Duties

533855_Area Coordinator

20% Manage and supervise the conduct process through Maxient or other such conduct system for residence hall residential students; serve as a student conduct administrator; review high level policy violations; counsel students with personal and academic concerns and refer as appropriate; ensure compliance policies, procedures, rules, and regulations. Maintain content and updates for RL documents including but not limited to the residence life handbook, policy manuals on training, closing, opening, etc.

50% Select, hire, and train staff. Supervision of 2-3 full-time professionals; indirect supervision of 25 paraprofessional student staff; Manage staff meetings, staff performance evaluations, staff training; provide long term and short term goals for staff and program; fiscal management for campus programs; conduct staff evaluations; serve as the Associate Director in their absence. Assist in staff training for professional and student staff, hall closing, hall opening, Rev-It-Up and other essential processes for RL. Serves as a backup on call for Residence Life professional staff.

20% Relates, coordinates, maintains and manages social and educational programs that aid in the transition of traditional students; housing and programming needs of faculty, staff, graduate students. An emphasis on late night programming and faculty connections; designs, implements and coordinates with other University constituents; assesses program efforts for student learning and program improvements through long term and short term program evaluation.

10% Supervise large scale tradition programs (passive informational programming for all halls) incorporating them into residence halls; help manage and provide training for staff to ensure they are well trained to provide customer service, safety and security and student assistance to our students. Serve on a variety of departmental and university committees.

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