

About Wittenberg

In surveying the grounds of what is now Wittenberg University, the Rev. Ezra Keller, the college's first president and founder, remarked: "This is a lovely spot for a literary institution," one that will attract hundreds of students "to drink at the pure fountains of knowledge, and then go forth into the world to do good." Today, that lovely spot now encompasses more than 100 acres of rolling hills and lush hollows across southwestern Ohio with architecturally distinct structures that embrace Wittenberg's past and provide a beautiful backdrop to the teaching excellence and faith-based learning environment that has defined the liberal arts University since its founding in 1845. Nationally recognized for accessible professors, best classroom experience, service excellence, and a superior athletics tradition, Wittenberg is home to 1,700 students, 60 majors, minors and special programs, a Graduate School for Professional Studies, and 25 varsity sports.

At Wittenberg, life tends to unfold in ways unimagined and through means unanticipated thanks to the university's friendly, dynamic, yet down-to-earth atmosphere. Here, students' passing interests can quickly ignite into powerful passions as a result of the diversity of living environments, gathering places, recreational opportunities, annual events and organizations that together fuel the campus' welcoming feel. Indeed, life at Wittenberg is as varied as our students' backgrounds and personalities, but the common thread is clear: with collaboration and creativity, anything is possible.

About Residence Life

As the Office of Residence Life, we believe the residential experience is a vital part of the college experience by encouraging growth and personal development. Learning to live in community is a valuable way to learn about yourself, others, and how to be a positive influence on the world around you. We strive to create a community that teaches life skills of communication, compromise, conflict resolution, and accountability within a supportive and caring community.

As a four-year residential experience, we strive to foster intentional growth across the student experience in residence halls and the Witten'Burbs (University-owned houses and apartments). We are committed to providing a friendly, dynamic, down-to-earth atmosphere throughout campus housing. Entering year two of our Residential Curriculum, we will continue to refine our methods to more effectively achieve our learning goals. We offer several themed living communities including eco-living and honors, and will be expanding our offerings to include Interfaith, Ubuntu, Tiger Life, and Tiger Pause.

Our team is comprised of three central office staff (1 associate dean and 2 assignments coordinators), three area coordinators, and nearly 40 student staff members (37 Resident Advisors and 2 Community Advisors). Housed within the Student Development team, we play a vital role in divisional operations including CARE team, on-call rotation, and student recruitment, retention, conduct, care, and onboarding efforts. Our staff also service on divisional and cross campus committees and have the opportunity to serve as organization advisors and First Year Seminar instructors. Area Coordinators also serve in a collateral role within another Student Development office to further their professional development and strengthen our service to students.

Welcome Home.
It's Good Here.



AREA COORDINATOR POSITION DESCRIPTION

In Student Development, we strive to create leaders who think critically, act morally, and serve others. Within Residence Life, our mission is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

The Area Coordinator at Wittenberg is a live-in, 12-month position with primary responsibility for the management of campus housing environments. The Student Development staff is dedicated to student growth and development outside of the classroom and considers Residence Life an integral part of this learning experience. In supporting the learning environment, the Area Coordinator is a role model, a facilitator, a leader, and an essential person in the effective operation of the residence life program.

All Area Coordinators share the following expectations and responsibilities:

- **Staff Development:** Recruitment, training, and evaluation of student and professional staff. Direct supervision of student staff. This includes weekly meetings with professional staff and student staff. Participation in staff committees overseeing recruitment, selection and training.
- **Student Outreach:** Develop relationships with students in order to adequately address student needs and concerns. Be visible, approachable, and active in residential community. Timely follow-up on referrals in support of student well-being and retention.
- **Administration:** General oversight of assigned residential communities, including budget management, facilities assessment, occupancy management, and communication with related offices and personnel including physical plant, housekeeping, housing, and student development.
- **Divisional Representation:** Engage with other campus departments and personnel in the administration of primary and collateral duties. Assist with summer conference administration. Sit on university committees where appropriate.
- **Community Development:** Encourage the leadership development of students, advise CORE (Hall Government) and RHA, facilitate and develop residential curriculum, and assess achievement of student outcomes. Share in the implementation of campus wide programming.
- **Crisis Intervention:** Provide assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to other professionals when appropriate. Assist in crisis situations. Serve on CARE team.
- **Student Conduct:** Understand, support, and enforce campus regulations in a developmentally appropriate context; conduct educational disciplinary meetings; and assign appropriate sanctions. Support the enforcement of policy and discipline.
- **On-Call:** Serve in on-call rotation for campus emergencies. Provide in-hall duty coverage during open break periods. Maintain scheduled office hours in each hall.
- **Other Responsibilities:** Participate in departmental/divisional administrative tasks, including: duty schedule; housing selection; life safety and property inspections; opening and closing processes; damage assessment; and other processes and duties as assigned. Perform other relevant duties as assigned such as special projects, programs, developmental activities, etc.

The Area Coordinator reports to the Associate Dean for Residence Life and will directly supervises 2-3 residential communities and 10-15 student staff members.



AREA COORDINATOR POSITION DESCRIPTION, CONTINUED

REQUIREMENTS

- A master's degree in student personnel, higher education administration, or similar field is required.
- At least two years of residence life experience is preferred.
- Candidates should have a commitment to and an understanding of a liberal arts education and diversity at a religiously-affiliated institution.
- A valid driver's license and unrestricted driving privileges are required.
- Experience with Adirondack, Maxient, and/or Moodle is beneficial.
- On-call responsibilities and the nature of the job require periodic non-traditional hours, including nights, weekends, and potentially holidays. Candidates must be available during openings, closings, and training periods. Some evening meetings and programs are required.
- Selected candidate will complete a collateral assignment with another divisional office.
- Ability to communicate in person, by phone, and email.
- Ability to navigate through residential spaces - stairs, elevators, and across campus terrain.
- Ability to complete computer/desk work and data entry.

Wittenberg is committed to attracting and retaining highly qualified individuals who collectively reflect the diversity of our student body and society at-large. Please see our notice of non-discrimination housed on our website. The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

BENEFITS & COMPENSATION

Benefits include a furnished apartment (including utilities) and liberal board plan, salary commiserate with experience for 12-month position, professional development funding and opportunities. Pets meeting specific guidelines are allowed. University employee benefits can be viewed online at: <https://www.wittenberg.edu/administration/humanresources/benefits>

RESIDENCE LIFE DATES FOR 2020-2021

2020

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| June/July | Summer Conferences & Orientation |
| August 7-23* | Fall Training, Hall Openings & New Student Days |
| August 24 | Classes Begin |
| September 25-27 | Family Weekend |
| October 2-4 | Homecoming Weekend |
| October 19-20 | Fall Break |
| November 25-29 | Thanksgiving Break |
| December 14-19 | Final Exams & Hall Closing |

2021

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| January 7-10* | Winter Renewal & Hall Openings |
| January 11 | Classes Begin |
| Jan/Feb TBD | RA Selection Interviews |
| Feb TBD | Sibs Weekend |
| March 6-14 | Spring Break |
| April TBD | WittFest |
| May 5-15 | Final Exams, Closing & Commencement |
| May 16-23 | Spring wrap-up / Kick off Summer Conferences |

** Denotes dates may change. Please note if the College calendar changes ALL dates are subject to change.