

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Residence Life Area Coordinator

EEO CATEGORY: Professional

JOB NUMBER: 9-2223

STATUS & GRADE: E-10

DATE: 12/2000

DEPARTMENT: Residence Life

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's Degree in related field. One (1) year full-time supervisor/managerial experience in residence life or student personnel field required. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: To provide professional assistance to the Assistant Director of Residence Life in planning, coordinating, and implementing policies and various programs to meet predetermined objectives for the Department of Residence Life. Responsible for the following areas: daily residence hall and apartment operations, summer conference and guest housing, and residence halls association.

SUPERVISION GIVEN & RECEIVED: Reports to and receives general supervision from the Assistant Director. Responsible for supervision of residence hall managers, apartment managers, resident assistants, and secretarial support staff.

PRIMARY RESPONSIBILITIES: Acts as liaison between the Assistant Director, all hall and apartment staff, and students. Responsible for planning and coordinating various programs in the department including recruitment, selection, training, supervision, and evaluation of residence hall and apartment staff. Enforces residence life and university policies, rules and regulations. Oversees general daily operations of assigned residence hall areas and/or apartment complexes to include customer service, maintenance requests, keys, occupancy records, community development, advisement of student groups, and counseling/advisement of residents. Works with the Department of Student Life in the area of student discipline. Financial aspects include responsibility for area sub-budget and student/staff program funding. Performs other related duties as assigned.

OTHER SPECIFICATIONS: To assist in implementing all phases of the residence life program. Requires positive public relations skills to effectively deal with other university departments, parents, and students. Serves on weekday/weekend duty on a rotating basis and is available during peak weekends such as opening, closing, and Saturday @ Sam.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.