



HOUSING AND RESIDENCE LIFE Area Coordinator for First Year Living

Position Number: GP001A

Review of Applications Begins: Immediately

Old Dominion University (ODU) invites applications for the position of Area Coordinator for First - Year Living for Housing and Residence Life. ODU is seeking a self-motivated individual with the leadership capacity, interest, and enthusiasm to join with a team of professionals to develop an exceptional living learning environment. The Area Coordinator position is available immediately. ODU is a public state-funded Carnegie/doctoral research institution, with a highly diverse campus population enrolling approximately 24,000 students. The Doctoral Counseling program was recently judged best in the nation by the Association for Counselor Education and Supervision (ACES). Old Dominion University is located in Norfolk, one of the cities making up the Hampton Roads region of Southeastern Virginia.

The Area Coordinator is responsible for facilitating a safe and inclusive environment, and designing and implementing a residential experience that enhances personal growth; values diversity, citizenship, and civic engagement; and prepares students to enter a complex diverse world, one which requires a commitment to life long learning. S/he supports student learning; advances leadership initiatives and campus traditions in partnership with students, participates in the design and supervision of learning communities, and engages with faculty and campus colleagues to further a seamless learning environment. The Area Coordinator is a critical point person for the residential life program working with University offices on collaborative programming, strategic planning, and other committees. Additionally, the Area Coordinator plays a key role in the continued development and administration of the First Year Experience Program, including partnering with academic and student life offices; delivering college success workshops; student and community development programming, engaging in assessment activities; and deploying academic intervention and engagement initiatives to support the transition and success of first year students.

This is an exciting time to join Old Dominion University and Housing and Residence Life. ODU is engaged in transforming its undergraduate experience through an ambitious program of constructing additional student housing facilities and reconnecting living and learning to enhance the quality of campus life. In the past five years, university-owned housing has nearly doubled its capacity as the University makes a transition to a residential campus with direction provided by senior leadership to develop a pre-eminent housing and residence life program. There are nine residence halls, suite style and double-loaded corridor style, and three apartment complexes for an on-campus capacity of 4,700 students.

Essential Duties and Responsibilities

The Area Coordinator for First Year Living is a twelve (12) month, professional exempt position, living on the campus and not directly in the neighborhood comprising the halls which they supervise. The

Area Coordinator supervises five residence hall complexes with a housing capacity of approximately 2,000 students. The Area Coordinator supervises four professional Residence Hall Directors (with Master's degree) as well as graduate assistants, paraprofessional and student staff assigned to their area of responsibility. The primary purpose of this position is to provide comprehensive leadership and management of the residence education program which includes the support of student development and leadership, participation in long-range and strategic departmental planning, and providing crisis management. The Area Coordinator also participates as a member of the Residence Education Leadership Team and reports to the Associate Director for Housing and Residence Life: Residence Education. The Area Coordinator serves as the primary leader for their team and works to provide the best living/learning experience for students residing on campus.

Qualifications:

- A Master's degree in Higher Education, Student Personnel Services, Counseling, or a related field required with minimum of three years, post-master's experience and demonstrated progressive experience in staff supervision, residence hall management, leadership training and development, community development, administrative processes and judicial affairs;
- Must communicate effectively orally and in writing, and effectively work with a diverse group of students, staff, university administrators and external constituencies including parents;
- Experience in exercising administrative and leadership functions within a complex organization is required;
- Experience working with student leadership and advising;
- Ability to establish and maintain effective and collaborative supervisory and colleague working relationships;
- Candidate must demonstrate experience in applying organizational, communication and supervisory skills within a comparable organization;
- Successful candidates must possess a proven understanding and commitment to assuming leadership in a diverse, high-energy environment requiring ability to juggle multiple priorities on a consistent basis.
- Preference will be given to candidates with prior full-time professional Residence Hall Director experience.

The successful candidate will demonstrate effective skills and experience in the knowledge of theory and its application in the following areas: student learning and student development in general. Candidate must demonstrate a strong understanding of the theory and research of successful and effective first-year living/learning programs, sophomore living learning programs, and FYE. Candidates should possess and demonstrate an excellent commitment to customer service and a demonstrated understanding and appreciation for cultural competence.

Applicants must include a cover letter that addresses the position qualifications, a resume, and contact information for three professional references. Review of applications will begin immediately and will continue until the position is filled. Compensation package will include a \$38,000 salary, an on-campus 2-bedroom apartment, not in direct area of responsibility yet where other university staff reside; a board plan available when dining halls are open; tuition remission; and HRL provides an optional pet policy; along with additional university benefits.

The anticipated start date is January 4, 2010. Start date is negotiable. Please submit applicant packages to:

Millie Jones
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For additional information on Old Dominion University, please review the Old Dominion University 2009 – 2014 Strategic Plan website; Retrieved October 14, 2009 at 3:05 p.m. from:

<http://www.odu.edu/ao/sp/>

Old Dominion University is an equal opportunity, affirmative action employer and requires compliance with the Immigration Reform Act of 1986.