



Housing and
Residence Life

Area Manager

Job Summary

Area Managers oversee the implementation and maintenance of the Residence Life program within an assigned student living area. Through the guidance of professional and student staff, this position provides residents with a range of learning and development opportunities. Additionally, the position assists in areas such as facilities maintenance, safety and well-being measures and duty and crisis response through a 24/7 rotational duty schedule. The Area Manager role is responsible for setting employee goals, assessing employee performance and providing feedback, and making pay recommendations. This position will interact, advise, and counsel with Housing and Residence Life staff and residents on a consistent basis. This position will supervise Residence Hall Directors.

Responsibilities

Job Duty 1

Train, supervise, and evaluate Residence Hall Directors.

Job Duty 2

Coordinate upkeep and maintenance of area with facilities personnel.

Job Duty 3

Advise student group(s) regarding various Residence Life programs and activities.

Job Duty 4

Counsel individuals and groups of students within the hall and/or facilitate referrals.

Job Duty 5

Arrange for and conduct developmental courses.

Job Duty 6

Engage in disciplinary counseling and sanctioning.

Job Duty 7

Implement resident security plans in order to provide for the physical safety and welfare of students residing in the assigned area.

Job Duty 8

Perform other duties as assigned.

Required Qualifications

Educational Requirements

Bachelor's Degree in Counsel, student affairs or related field or equivalent combination of education and experience

Other Required Qualifications

The job requires some evening and weekend commitments. May require the ability to manage a state-issued purchasing card to procure material, reconcile, and assume responsibility for purchases made with the assigned card.

Required Experience

Three to five years job-related experience.

Preferred Qualifications

Additional Preferred Qualifications

Skills gained through post-master's resident life experience is preferred

Preferred Educational Qualifications

Master's degree

Skills

This job requires leadership, communications, motivation, planning, organization, and student counseling skills. Also required are skills associated with program development and implementation and the use of basic computer applications.

Job Grade: A6