

The Office of Residence Life at John Carroll University is now hiring Area Coordinators. We are looking for student affairs professionals who embrace our Catholic and Jesuit philosophy of higher education, commitment to higher standards, and ethical practice in the field.

As an Area Coordinator you will be responsible for the leadership of between one and three residence halls, with total occupancy of 390 to 600 students. Reporting to the Assistant Director of Residence Life, your responsibilities will include the supervision of a staff of 10 to 15 resident assistants, one to three senior resident assistants, and a number of student office assistants.

You will have a unique opportunity to take your student affairs career to the next level and apply your skills, knowledge, and creativity in order to develop, enhance, or coordinate new and existing departmental initiatives, including:

- RA Leadership course (for credit)
- RA Training
- RA Selection
- Summer Housing and Conferences
- Departmental Newsletters
- Campus-wide Committee Involvement
- Residence Hall Association

QUALIFICATIONS

Area Coordinators must: possess a master's degree in College Student Personnel, Higher Education, or a related field; have prior related experience and knowledge of campus life and program development. The Area Coordinators are full-time live-in administrators. The position requires office hours of 10 a.m. to 5 p.m. weekdays, rotated on-call duty hours, and occasional evening and weekend responsibilities.

BENEFITS & COMPENSATION

Benefits include a fully furnished one-bedroom apartment (including a washer/dryer unit), full administrative benefits package (medical, dental, retirement, vision, life), meal plan for staff member as well as spouse and children, free staff parking permit for staff member and spouse, \$1,000 professional development funds each year, \$1,000 towards moving costs, and 4 weeks of paid vacation each year. Salary range is 30,500 for 12 month contract. For more information, please visit <http://www.jcu.edu/student/reslife>. Individuals can serve as Area Coordinators for a maximum of three years.

For more information, please contact:

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Visit our webpage:

<http://www.jcu.edu/student/reslife>

JCU is an AA/EEOE, M/F/D/V

UNIVERSITY MISSION

John Carroll University is a Catholic and Jesuit University dedicated to developing women and men with the knowledge and character to lead and serve.