

Primary Responsibilities:

The Area Coordinator works cooperatively with the Residence Life staff to create a positive living learning community for students consistent with the University's Jesuit mission. The Area Coordinator position is a 12 month, live-in position, responsible for the overall management of a residential area of 400-600 students. The primary focus of the position is on student development and learning, within the context of building strong living learning communities.

The Area Coordinator supervises a staff of 10-18 Resident Assistants and 1-2 Head Residents. The Area Coordinator works closely with other members of the Residence Life team and Student Life staff to provide programming and an environment that complements students' educational experience. Additional responsibilities include serving as a student conduct hearing officer, assisting in the coordination of departmental projects such as RA Selection and RA Training, and working with Facilities Management and Public Safety to promote student safety.

Qualifications: A master's degree in higher education or a related field is preferred and prior Residence Life experience is required. Strong supervision, communication, and managerial skills are necessary. Successful candidates will also be student focused, have a collaborative work style, have an appreciation for the Jesuit mission of Saint Joseph's University, and be committed to nurturing living learning communities within the residence halls.

Remuneration: Competitive salary, campus apartment, and University benefits package.

Application: Please submit a cover letter and resume with the telephone numbers of three references. Visit: <http://jobs.sju.edu/hr> to apply.

University Contact:

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One Area Coordinator position is anticipated to be available beginning May 2005.

The search will remain open until the position is filled.

Saint Joseph's University is an Equal Opportunity Employer.