AUBURN
Human Resources

Coord I, Area Housing

Job Description

JOB INFORMATION

Job Code	AE26A
Job Description Title	Coord I, Area Housing
Pay Grade	SR05
Range Minimum	$36,640
33rd %	$41,530
Range Midpoint	$43,970
67th %	$46,410
Range Maximum	$51,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	3/19/2024 11:35:05 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Housing & Residence Life

JOB SUMMARY

Coordinates and participates in the daily operations of a residential housing area including student personnel supervision, student advising and conduct settlement, facilities and maintenance needs, and related administrative duties. This position requires the Area Coordinator to live full-time, year-round in the assigned area of responsibility.

RESPONSIBILITIES

- Directly supervises Graduate Area Coordinators and Resident Assistants in the daily operations of residential housing. Coordinates and participates in the recruitment, selection, training, and evaluation of residential student staff.
- Collaborates with housing functional areas in matters related to hall maintenance, room assignments, roommate conflicts, verification of occupancy, and hall/room damage issues.
- Assesses student conduct cases in the direct and indirect area of assignment and determines proper action; directs student staff and residents to proper authority when needed.
- Assesses and evaluates programs and services under one's responsibility and initiates improvements as appropriate.
- Serves as part of an on-call rotation to respond to and support student staff members through emergency situations, urgent matters, and policy violations on campus.
- Serves on or chairs department-wide committees and, as needed, represents the department on campus-wide committees.
- Manages residential area community development and educational initiatives and related budgets.
- Prepares all necessary reports and performs administrative tasks for a residential housing area.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline	and	0 years of	Experience in residential life or residential education programming.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.