

TITLE: Area Coordinator  
SUPERVISOR: Director of Residence and Community Life  
Appointment period: August 1 - May 31; live-in/on responsibilities; time off exclusion dates set annually

## FUNCTION

The Area Coordinator is an innovative, mission-focused educator responsible for the holistic oversight of a residential area. This role provides leadership, supervision, and strategic direction for a team of Residence Directors (RDs) and student staff while advancing a comprehensive residential curriculum. The Area Coordinator ensures that residential communities are safe, inclusive, developmentally rich environments that integrate faith, learning, and living. This role balances administrative oversight, student development, staff supervision, crisis response, and cross-campus collaboration to support student success and community well-being.

## ESSENTIAL RESPONSIBILITIES

- 1) Provide direct supervision, coaching, and evaluation of Residence Directors (RDs) within an assigned residential area.
- 2) Ensure consistency, quality, and accountability in RD performance related to student care, conduct processes, and community development, which includes case management for the assigned residential area.
- 3) Serve as the next level above the Residence Directors for student conduct issues and behavioral concerns, for the assigned residential area.
- 4) Follow through with RDs on care and conduct issues in their area, ensuring timely, equitable, and developmentally appropriate responses aligned with institutional policies.
- 5) Build supportive, formational coaching relationships with resident and commuter students.
- 6) Implement a residential curriculum focused on developing an awareness of self, critical reasoning skills, and community engagement in the context of Faith, Learning and Living.
- 7) Conduct overall administration and operations of a designated residence hall or hall group through effective workflows with designated campus departments including coordinating hall maintenance response and resolutions, procurement and expenses, and emergency preparedness. Contribute to the regular review and revision of Residence & Commuter Life policies and procedures with Student Life staff.
- 8) Serve on emergency on-call critical incident response rotations for residence life, and when needed, provide support in campus emergencies or critical incidents for the campus community as directed.
- 9) Actively contribute to the Residence Life & Community Life program and team through regular staff meetings, and through regular one-on-one meetings with assigned Dean or Director.
- 10) Contribute to the cultivation of residence hall community through active participation in room and hall assignment and re-assignment processes.
- 11) Serve an integral role in recruiting, selecting, training, supervising, and evaluating student resident assistants for their roles in sustaining a safe, welcoming, inclusive residence and campus community for all students.
- 12) Build collaborative relationships with campus partners, including, but not limited to: Counseling & Wellness, Campus Police, Student Engagement, Academic Advising, Academic Success, Career & Connections Institute, Athletics, Recreation, Community Engagement, Admissions, and others.

- 13) Foster relationships across Student Life by serving on committees and supporting initiatives that serve the campus community. Campus committee, working group, or Student Life representation at visit days or events will be at the discretion of the assigned Dean or Director.
- 14) Up to 5 hours per week in professional development activities contributing to a program area or experience agreed with the supervisor, with up to an additional 10 hours eligible for stipend.
- 15) Perform other College or Student Life Mission related duties as assigned by the supervisor, Dean of Students, or their designee

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Master's degree in higher education, counseling, student development or related field, or combination of Bachelor's degree and relevant experience in areas of work applicable to this role.
2. Exhibit and apply understanding of current evidence-based practices in student affairs and an awareness of emerging issues in higher education, including intercultural competency, retention and persistence, community building, and student learning.
3. Demonstrated experience in effectively coaching, developing, and supervising student and/or professional staff.
4. Knowledge of appropriate methods and strategies to promote and sustain effective working relationships within a diverse and multicultural college learning community to achieve formational outcomes in Mission, faith, learning, and living.
5. Excellent interpersonal and communication skills, both written and oral, and demonstrated ability to work collaboratively and effectively with students, faculty, staff, visitors, and the community

Position Code: RES-RD

FLSA Status: Exempt

Hiring Range: ~\$35,000 - \$45,000 annually

In our Christ-centered [living and learning community at Gordon College](#), faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions, and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.

**Mission Statement:** *Gordon College strives to graduate men and women distinguished by intellectual maturity and Christian character, committed to lives of service and prepared for leadership worldwide.*