Area Coordinator for Residence Life

Franklin College is accepting applications for the position of Area Coordinator for Residence Life. The Residence Life Team member is committed to provide a welcoming, inclusive environment for all students and building a strong residential community in a liberal arts environment.

Reporting to the Associate Dean of Students, the Area Coordinator is a full-time, 12-month, salaried exempt, live-in member of the Residence Life Team

RESPONSIBILITIES

General Residence Life Responsibilities
- Recruit, select, and train Resident Assistants with direct supervision and evaluation of assigned student staff members;
- Perform all administrative responsibilities in an assigned area including opening and closing the facilities, distributing and collecting keys, completing room condition reports at check in and check out, working with students seeking room changes, tracking community and individual charges for damages and residence hall regulation violations, and managing a hall programming budget;
- Serve in the on-call rotation for a campus of approximately 1,000 full-time students. Members of the Student Development team respond to a duty cellphone that should be answered 24/7;
- Prioritize and coordinate community development opportunities within the residence halls.

General Student Development Responsibilities:
- Maintain a high level of visibility and approachability on campus by holding regular office hours, attending community events, and developing partnerships with other departments;
- Adjudicate judicial cases involving students who may have violated the Student Code of Conduct;
- Serve on Student Success and/or Behavior Intervention Team as appropriate;
- Provide advice, counsel, and advocacy for students and appropriately refer them to campus resources;
- Other duties as assigned within the scope of the position.

QUALIFICATIONS
- Master’s Degree required. Master’s degree in College Student Personnel, Higher Education Administration, or a related field preferred. At least one year of Resident Assistant, Residence Life, or Student Affairs experience required.
- Experience with The Housing Director (THD) and Maxient (student conduct) software is desired, but not required.

REMUNERATION

Salary commensurate with experience, an on-campus apartment, an allotment of dining dollars, and professional development opportunities. Excellent benefits package including: health, life, and disability insurance; paid vacation, sick, and holiday time; retirement plan; and full tuition benefits for employees and their family.
APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
101 Branigin Boulevard
Franklin, IN  46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.