Franklin College is accepting applications for an Area Coordinator for Residential Life within the Student Development Department. The Area Coordinator for Residential Life oversees all aspects of the welcoming, inclusive environment for our students and builds a strong residential community in a liberal arts environment. Located approximately 30 minutes from culturally rich downtown Indianapolis, Franklin College is a private, four-year liberal arts and sciences college. This is a full time, 12-month salary exempt position reporting to the Associate Dean of Students. Benefits package includes health, dental and vision insurance, life and disability insurance, retirement plan, EAP, and tuition benefits for employee and their family. Please see www.FranklinCollege.edu for more details.

**Primary Duties and Responsibilities**

The Area Coordinator of Residential life is a live-in member of the Residence Life team who will work in partnership with the Residence Life team to establish a comprehensive residential experience and share on-call duty for the residential community of approximately 600 students. The Area Coordinators will lead their staff in building communities that are developmental, respectful, safe, inclusive and supportive of student learning.

The successful candidate will educate students about Franklin College's mission and values, as well as what it means to be a member of the Franklin College community. The incumbent will also uphold the Student Code of Conduct and serve as a conduct officer. The Area Coordinator will complete a wide range of duties including some or all the following:

**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.

**Supervisory Responsibility:**

General supervision is received from Associate Dean of Students. This position will exercise supervision over Resident Assistant staff.

**Education and Experience:**

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.

**Physical Demands:**

This job functions in a professional office environment. Job tasks do not involve occupational exposure to blood, body fluids or tissue – Category III

**Remuneration:**

Salary commensurate with experience, an on-campus apartment, an allotment of dining dollars, and professional development opportunities will be included. 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. 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

*Founded in 1834, Franklin College is a residential four-year undergraduate liberal arts institution with a scenic, wooded campus located 20 minutes south of downtown Indianapolis. The college prepares men and women for challenging careers and fulfilling lives through the liberal arts, offering its approximately 1,000 students 28 majors, 36 minors and eight pre-professional programs. In 1842, the college began admitting women, becoming the first coeducational institution in Indiana and the seventh in the nation. Franklin College maintains a voluntary association with the American Baptist Churches USA. For more information, visit 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 participating 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.