

Pittsburg State University Position Description

Instructions

- The **Position Description (PD)** provides details for the position in addition to details found in the **Job Description (JD)**. The Job Description should be used as a guide for completing the PD. Job Descriptions can be found on the HRS web page (<https://www.pittstate.edu/hr/files/documents/uss-and-ups-page-docs.html>).
Note about Job Descriptions: Job Descriptions for Unclassified positions are being developed. If there is not a corresponding Job Description available, complete the Position Description with details about the position. Refer to instruction on the HRS web page (see next bullet for link).
- The line manager completes the Position Description (PD) document. Instructions for completing the document are found on the HRS web page (<https://www.pittstate.edu/hr/policies/position-descriptions.html>).
- The line manager sends the electronic word file with a current organization chart to HRS & Institutional Equity (IE) for initial review. The organizational chart must have position numbers and names of employees on all positions in the department. HRS/IE will notify you when the review is complete.
- After the HRS/IE review is completed and the line manager is notified, the line manager prints the PD document and signs. The PD is routed for signatures, if required by the division. The signed copy is sent to HRS to be uploaded in GUS HR.

Section 1. Basic Position Details

	Current	Proposed Change
Position Name-Code (Number)	Area Coordinator*G2002824	
Position Type	Unclassified	
Department	University Housing	
College/Division	Student Life	
Job Name	Coordinator	
Job Code	082700	
Location (where employee works)	Housing department, on and off campus housing	
Work Schedule		
Days Worked	M-F, rotating on-call duty Sat-Sun	
Hours	40 hours per week – variable schedule depending on department needs	
Line Manager Position Name-Code	Assistant Director of Residence Life	

Section 2. Reason for Position Description Update (Existing Positions only)

Updating job duties

Section 3. General Description of Position – Primary Function, Supervision and Instruction Received and Interactions

Primary Function of Position: The primary function of the Area Coordinator is to supervise, manage and operate one or more residence halls/complexes (other areas as assigned) with a population of approximately 400+ students

by supervising staff and providing professional development activities for staff and providing student development, training and education. The Area Coordinator fills department collateral assignments, participates in on-duty rotation, and other duties as assigned.

Supervision and Instruction Received by Employee: The Area Coordinator reports directly to the Assistant Director of Residence Life and may receive direction from the Director of Residence Life, the Director of University Housing Administration, and/or Associate Vice President for Student Life as needed. Instruction received is under intermittent supervision. The supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations that do not have clear objectives. The employee plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices. The supervisor reviews the work for technical adequacy and conformance with practice and policy.

Interactions (purpose, with whom, frequency) of Employee: The Area Coordinator has daily contact with other University staff, faculty, students, parents, etc.

Section 4. Duties and Responsibilities of Position

30% Supervision of Personnel

- Responsible for supervision of Resident Assistants (RAs) and Lead Resident Assistants.
- Participate in the recruitment, selection, training, supervision and evaluation of RAs and Lead RAs. Plan, implement, and evaluate training for individual hall staff during the school year. Provide necessary training for individual RAs and Lead RAs as needed.
- Understand student staff job descriptions, duties, responsibilities, and conditions of the student staff agreements and University Housing expectations.
- Provide continual informal evaluation to individual RAs and a formal evaluation during the fall semester and at the end of the spring semester.
- Maintain regularly scheduled appointments with each RA. Conduct regular staff meetings weekly with all supervised student staff.
- Coordinate specific daytime, evening and weekend duty schedules for the student staff to ensure duty coverage. Participate in the AC on-call duty rotation and perform other duties as assigned.
- Advise RAs in various collateral assignments.

25% Community Building

- Establish and monitor community building and student development initiatives within residence halls/complexes by applying the principles of community and student development and actively foster an environment which reflects a sense of community, interpersonal responsibility and in which student needs are effectively addressed.
- Advise building-wide community councils (supervised areas only) and work with the advisor of RHA to train and develop student leaders through community councils.
- Interact with students on a regular basis, providing information and assistance concerning academic issues, peer conflicts, personal problems, etc., being accessible and visible to students.
- Assist students in need of special services and mediating community conflicts.

- Work cooperatively with other campus units such as University Police, University Counseling Services, Student Health Center, Student Success, and Admissions to ensure the delivery of essential services and in making appropriate referrals.

20% Administrative

- Oversee budget allocations for community programming and staff development.
- Make sure buildings are maintained, track furniture needs, make sure work orders or other work is followed up on regarding maintenance.
- Supervise programming and staff development budget for student staff.
- Maintain programming database.
- Oversee hall/complex administrative duties (e.g., lock-out tracking, maintenance requests, occupancy, etc.).
- Provide consultation to Resident Assistants, Apartment Managers, and Lead Resident Assistants or other staff as required relative to emergency or crisis situations.
- Participate in professional staff duty as scheduled. Serve as back-up for the Apartment Managers.
- Represent the department on division and/or institutional committees and task forces.

15% Judicial Officer

- Serve as the Judicial Officer for area of supervision.
- Follow up on concerns regarding individual residents as conveyed by staff and other students and provide discipline to individuals within area of responsibility when appropriate.
- Maintain Incident Reports for area of supervision.
- Hold judicial meetings with students as needed and adjudicate appropriate educational sanctions.
- Work with other university discipline personnel in certain judicial matters.

10% Other

- Serve as a coordinator for select professional collaterals and fill secondary collateral assignments and projects within the department as requested/assigned as related to residence life.
- Assist with projects or provide assistance for the University Housing department and functions.
- Perform other duties as assigned by the Assistant Director of Residence Life.

Section 5. Leadership, Supervisory or Management Responsibilities

Mark an “X” next to the one statement which best describes the job, if applicable.

	Lead worker (assigns, trains, schedules, oversees, or reviews the work of others)
X	Supervisor (plans, staffs, evaluates and directs work of employees in a work unit)
	Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers)

Indicate the number of employees led, supervised, or managed, based on the categories below, if applicable.

15-22	Student employees, including Graduate Assistants
	Regular part- or full-time employees
	Temporary and/or seasonal employees

Section 6. Education and Experience – Required at Hire and Preferred

Required Education and Experience at Hire -

- Bachelor's degree
- One year of previous housing, apartment, or residence hall experience (student experience may be considered).

Preferred Education and Experience -

- Master's degree in Student Affairs or a related field
- Two years of experience in Housing
- Experience in understanding issues of diversity and belonging, demonstrating skills in leadership, communication, and crisis response.

Section 7. Competencies – Knowledge, Skills and Abilities (KSA's):

Knowledge

- **Budget** - Knowledge of budget construction processes and budget management experience.
- **Clerical** – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and designing forms.
- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Higher Education Administration & Management** - Knowledge of higher education administration and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and academic assessment, evaluation and accreditation.
- **Knowledge, and application, of Student Development Theories** - Knowledge of trends, new initiative, and programs in the field.
- **Student Assessment and Advisement** – Knowledge of learner outcome assessments and student advisement principles and practices.
- **Student Recruitment and Retention** – Knowledge of principles of student recruitment and retention.
- **Student Support Services** - Knowledge of enrollment management, financial assistance, admissions, registrar & housing operations and functions.

Skills

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

- **Coordination** — Adjusting actions in relation to others' actions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Instructing** — Teaching others how to do something.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics** — Using mathematics to solve problems.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Negotiation** — Bringing others together and trying to reconcile differences.
- **Persuasion** — Persuading others to change their minds or behavior.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Research** — Using an organized and systematic way to answer questions.
- **Service Orientation** — Actively looking for ways to help people.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Speaking** — Talking to others to convey information effectively.
- **Systems Evaluation** — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- **Time Management** — Managing one's own time and the time of others.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Delegation** — The ability to empower another to act.
- **Diversity** — The ability to effectively work in a diverse educational setting.
- **Flexibility of Closure** — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules, and the ability to negotiate contracts and agreements.
- **Instruction** — The ability to teach through traditional and/or alternative delivery methods.
- **Multi-Task and Deadlines** — The ability to manage multiple tasks and meet deadlines.
- **Negotiation** — The ability to confer with another so as to arrive at the settlement of some matter.
- **Number Facility** — The ability to add, subtract, multiply, or divide quickly and correctly.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Relationships** – The ability to work in a collegial environment with shared governance, and to establish and cultivate relationships inside and outside the University.
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Speech Clarity** – The ability to speak clearly so others can understand you.
- **Speech Recognition** – The ability to identify and understand the speech of another person.
- **Student Issues** – The ability to work effectively with a wide variety of students and to address a diverse range of student concerns and issues.
- **Tasks** – The ability to follow through to completion on assigned tasks.
- **Teamwork** – The abilities to work as a member of a team.
- **Written Comprehension** – The ability to read and understand information and ideas presented in writing.
- **Written Expression** – The ability to communicate information and ideas in writing so others will understand.

Section 8. Environmental Conditions (Hazards, Risks or Discomforts)

- Position requires work inside and outside buildings and facilities
- May be exposed moderate noise levels

Section 9. Equipment or Machines Used

- Office Equipment, such as printers, copiers, fax machines and calculators.
- Cleaning Equipment,
- Communication Equipment, such as phones, smartphones and multi-line telephones.
- Computers and Peripherals, such as computers and scanners.

Section 10. License or Certification Required by Statute or Regulation

- None

Section 11. Additional Requirements

- Regular attendance is a necessary and essential function
- Must be able to work hours and days assigned to the position.
- Must work duty rotation for after hours on-call for on campus housing
- Satisfactory Pre-Hire Background Check:
 - Sex Offender Registry Check
 - Criminal Record

