



Wingate University
Position Description

Position Title: Area Coordinator

Founded in 1896, Wingate University is a private, comprehensive institution offering students active learning opportunities through personalized instruction, world travel, career discovery, faith development, and community service. Wingate University is a residential university with a liberal arts core located near Charlotte, North Carolina. More information about the university may be found on our website: <http://www.wingate.edu>

FLSA Classification: Exempt Staff

Job Summary: The Office of Residence Life and Involvement (RLI) seeks an Area Coordinator to provide leadership for a first-year residence hall and an upper-class community. The Area Coordinator will promote student learning and success through working collaboratively with campus partners to implement RLI's residential curriculum and a living-learning community. This is a full-time; 12-month professional, live-in staff position.

Primary Functions:

- The Area Coordinator will be responsible for day-to-day administration of residential area.
- Provide personal and academic support to residential students and serve as a student success mentor.
- Train, supervise, support and evaluate a staff of Resident Assistants and one - two Graduate Resident Directors.
- Participate in the planning and implementation of staff selection, training, and ongoing development.
- Manage building occupancy, keys, and room condition reporting.
- Maintain the physical needs of the building in collaboration with facilities management and housekeeping staff.

- Adjudicate residence hall level student conduct incidents and implement educational sanctions for violations.
- Participate in an on-call rotation to provide leadership during emergency or crisis situations in cooperation with Campus Safety.
- Provide leadership and direction for newly established First-Year Experience Living-Learning Community.
- Rotate on-call responsibilities throughout the year including student breaks, University closings, and summer months (responding and assisting with student issues).
- Support the Associate and Director of Residence Life and Involvement in responding to student success related issues.
- Assist with the University judicial process; administrate community standards hearings.
- Will maintain regular office hours and attend all staff meetings in Residence Life and Involvement and the Office of Campus Life.
- Participate in the development of annual goals and objectives that supplement the mission statements and goals of Campus Life and Wingate University.

Minimum Requirements:

- Master's degree required.
- Experience in Residence Life or Student Affairs is preferred.

Salaries and benefits at Wingate are competitive and commensurate with experience.

Please send a letter of interest, resume/CV, and contact information of three references to hr@wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.