Philander Smith College
Area Coordinator, Residential Life Center

Position Overview
The Area Coordinator is a 12-month, full-time, live-in professional staff member position with responsibilities of developing and administering a comprehensive residential life program. Approximately 500 residents are housed in the residential facilities. The position is the primary professional staff member available in the residential facility. The ideal candidate is well-organized, possesses outstanding written and verbal communication skills, has experience with supervision, a team-minded approach, is able to work under pressure and with significant autonomy, and is committed to student development as part of an HBCU that is devoted to providing opportunity and access for all students, including a significant population from rural and urban, first-generation, and low-income backgrounds.

Core Responsibilities
Responsibilities include but are not limited to:

- Manage crisis situations related to the facility and occupants
- Provide supervision, mentoring, guidance, training, and development to student staff
- Facilitate residence life education and community development
- Manage the documentation and reporting of student violations/incidents
- Advise assigned residential life association student groups
- Work cooperatively and assist the department with functional areas in matters related to openings and closings, building access, key inventory, room inspections, room changes, hall maintenance, custodial, room assignments, and roommate conflicts
- Respond to emergencies, urgent matters, and policy violations during assigned periods and on-call rotations, which do include some weekdays, evenings, weekends and holidays.
- Develop and submit assessments and reports as needed
- Maintain a high level of visibility by making every effort to get to know residents in the area and attending resident and staff activities.
- Provide a high level of customer service and positive attitude to our students, staff, and visitors.
- Cultivate successful professional relationships with students, parents, Area Coordinators, Director of RLH, support staff, and other campus departments.
• Perform all other duties as assigned to develop students and assist in department and/or division operations

Qualifications
• Bachelor’s degree from an accredited university
• Two years in residence life or related experience in student life/development
• Master’s degree in student personnel or closely related field preferred
• Demonstrated desire to positively influence the lives of students and create a positive community that is conducive to academic success.
• Proven excellence in organizational skills, sensitivity for a diverse student population, and ability to work in collaboration with students, faculty, and staff.

Compensation
The Area Coordinator receives a competitive compensation package which includes base salary and full living accommodations with furnished apartment including cable, high-speed internet access, phone service, and a standard meal plan. A comprehensive healthcare benefits package is also available at the employee’s discretion.

HOW to APPLY:
Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:

Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

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