

AREA COORDINATOR

HOUSING AND RESIDENCE LIFE

Description: Through the mission of the Department of Housing and Residence Life, helps to create a safe, secure, and learning centered environment for approximately 100-500 resident students. Assists in planning, organizing, and directing the staff, administrative operations, community development, student development, and discipline functions. Executes assigned projects for the residential life program. Assists in the supervision of the Resident Assistants and works with physical facilities, housekeeping, food service, and student affairs staff to provide an overall quality living learning experience for resident students.

Minimum Requirements: A bachelor's degree and experience in student services programs. A valid driver's license and safe driving history. Must have strong skills in providing excellent customer service and demonstrate strong ethics. 12-month, full-time live-in requirement. Furnished apartment with laundry and Internet access will be provided.

Knowledge, Skills and Abilities: Knowledge of University policies and procedures affecting residence halls. Knowledge of the basic principles of student development. Ability to establish and maintain effective working relationships with students, parents, faculty, and staff. Ability to respond to personal needs and concerns of residents. Ability to provide direction to Resident Assistants in mediating conflicts, handling emergencies, and interpreting policies and procedures. Ability to mediate roommate and suite mate conflicts when necessary. Provide personal counseling to students and ensure an atmosphere conducive to sleep, study, and safe living.

Hire Range: \$33,000 – \$ 36,000 annually

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5 hours per week

To include nights and weekends

Class Code: CB65– State Title: Student Svcs Prog. Crd. I

Position #: – Band: 04

Search openings at careers.sc.gov

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.