



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Area Coordinator

Are you an enthusiastic, innovative, and dynamic student affairs professional? You might be a perfect fit for our Area Coordinator position. This position serves as the hall Area Coordinator within Residence Life, has oversight of approximately 200 traditional student living in three halls, and reports to the Director of Residence Life.

This Position Is Responsible For:

The Area Coordinator (AC) provides leadership and serves as an educator, developing a learning-focused model for fostering the academic, physical and spiritual well-being of residents. The AC directly supervises resident assistants and a Community Coordinator. Is responsible for the daily operation of Lozier hall, the Maryview Unit, and traditional students in Madonna Hall, as well as oversight of related administrative responsibilities and responds to emergency situations through on-call availability. Serves as the primary judicial officer traditional student residents. Requires active involvement in a small college environment.

Our Ideal Candidate's Preferred Education and Experience Include:

- Bachelor's Degree required and 2-3 years of professional experience in residence life.
- Master's Degree strongly preferred in Higher Education, Student Development or related field and 1-2 years of full time and/or graduate assistant experience in residence life.

Why You Want to Be on This Team:

- This is a live-on 12-month position.
- The minimum salary is \$36,000, with a meal plan during the academic year.
- Two-bedroom, one bath apartment with free utilities, including cable, internet, and landline phone. It also features a washer and dryer, dishwasher and full kitchen with full-size fridge and stove.
- Reserved parking space that is free of cost.
- Free access to the campus recreation facilities including a full gym, pool and walking trail.
- Our university's Wellness Program allows for employees to dedicate 45 minutes, twice a week to wellness activities on-campus, during office hours.
- Professional development opportunities and university benefits available. Institutional members of the Upper Midwest Region and ACUHO-I.
- You would enjoy full-time benefits including health insurance, paid time off, 403(b) with employer matching, employee wellness time, and more!

Application:

Please apply using the following link. Please have a resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

[Application for Area Coordinator](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.