



Position: Area Coordinator

Department: Residence Life

FUNCTION:

The Area Coordinator (AC) is a twelve-month, live-in professional position responsible for the overall management of multiple residence halls, accommodating 200–400 residents. The AC supervises a team of paraprofessionals, including Resident Assistants (RAs) and Senior Resident Assistants (SRAs), and plays a pivotal role in cultivating a thriving residential community. This position supports the institution’s mission by fostering an inclusive, engaging, and supportive environment rooted in intentional student development practices.

RESPONSIBILITIES:

1. Provide live-in residence hall management and deliver an array of engaging, educational programs for the residential community; oversee total Residential Education of students residing in the area.
2. Specialize in three residence life functional areas: Student Staff Development, Residential Education, & Occupancy Management.
3. Work out of the office located in the assigned area, while staying engaged with and providing coverage of the central office as needed.
4. Participate in 24-hour on-call duty rotation including night, weekend and holidays, responding to calls for assistance and emergency situations.
5. Participate in the hiring, training, and supervision of Resident Assistant (RA) staff; provide direct supervision for RA staff and Senior RAs.
6. Serve as a retention agent and intervene with students on behalf of the institution when students present risks to their retention or persistence. Refer students to campus resources as needed and actively contribute to the university-wide retention initiatives.
7. Maintain records and submit appropriate paperwork for facilities concerns. Includes overseeing check-in and check-out procedures, damage charges, room access management, and using an online database system to track facilities concerns. Maintain an awareness of building conditions, safety and security, furnishings, and other equipment; provides leadership for resolving concerns.
8. Serve as a residence life liaison with other campus agencies, including Facilities, Public Safety, Aramark (both Housekeeping and Facilities), Athletics, International Programs, Career and Professional Development, Student Activities, etc.
9. Be visible, available, accessible and approachable to students and attend programs and Activities.
10. Assist with summer related activities or projects that might include but are not limited to staff training, summer orientation, summer housing/conferences, and room assignments
11. Provide support to the Director for central office processes as needed; take on other duties as assigned.
12. Other duties as assigned by the Director of Residence Life.

EDUCATION/SKILL REQUIREMENTS:

1. Bachelor’s Degree required, Master’s Degree preferred.
2. Demonstrate understanding of, and a commitment to the college mission and purpose; high academic standards; and student success.
3. Ability to work effectively with a diverse student and professional staff population.
4. Ability to work a flexible work schedule including evenings and weekends as needed.

5. Demonstrated excellent oral and written interpersonal skills to effectively communicate with students, faculty, and the general public.
6. Skilled in establishing and maintaining effective working relationships with students, employees and the public.
7. Ability to efficiently multitask and conduct/complete independent work assignments.
8. Experience using integrated software systems and Microsoft applications (i.e., Word, Outlook, Excel, Maxient).
9. At least one (1) year previous experience as a Hall Director, Resident Assistant, or other Student Affairs related leadership role is preferred.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance, telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.