

## GRAMBLING UNIVERSITY - AREA COORDINATOR

**DEPARTMENT:** Department of Residential Life

**QUALIFICATIONS:** We are seeking candidates who have an earned bachelor's degree (preferred) from an accredited institution. The degree requirement may be substituted for two years of related professional experience in Student Residential Life. Candidates should have experience in student mentoring, implementing student development programs and supervising student staff. A demonstrated record of leadership, supervisory, and administrative skills with excellent communication skills are necessary.

**RESPONSIBILITIES:** The successful candidate will be expected to:

- Serve as a primary contact for assigned residential facilities
- Create, and implement and attend leadership programs within the residence halls on a weekly basis
- Coordinate all student development programs (personal and professional)
- Assist with the development of Residential Colleges/Living Learning Communities
- Assist with the recruitment and training of Resident Assistants
- Provide accountability and supervision for the student staff
- Assist in designing new programs (social development programs) and ideas pertaining to residence halls
- Assist with any and all continued training activities for the student staff
- Study trends and programming implemented by other Residential Life offices
- Must maintain a full-time professional presence on-campus by living in a residence hall apartment
- Assist with the management of Summer camps and Conferences
- Supervise student staff and resident activity within the residence hall(s)
- Must be available for on-call duty: nights, weekend and holiday hours

**SALARY:** Salary is commensurate with education and experience.

**APPLICATION DETAILS:** Electronically submit (using MS Word) cover letter, resume/vita, three (3) letters of reference, and required applications to [empapp@gram.edu](mailto:empapp@gram.edu). Official transcripts and Pre-employment Screening Forms (go to [www.gram.edu/employment/jobs.asp](http://www.gram.edu/employment/jobs.asp) to obtain these forms) should be submitted under separate cover via regular mail to:

Grambling State University  
Office of Human Resources  
GSU Box 4261  
Grambling, LA 71245

**DEADLINE:** Review of applications will begin immediately and continue until the position is filled.

The Immigration and Control Act of 1986 requires the University to inform applicants that we can employ only U. S. citizens and aliens lawfully authorized to work in the U. S. Each new employee is required to present documentation verifying his/her identity and right to accept employment. Each finalist for a position is required to undergo a [criminal background check](#). An offer of employment is contingent upon completion of the background check. GSU is an Equal Opportunity Employer and Educator that provides facilities accessible to the disabled. Persons needing reasonable accommodations as provided by the ADA should contact Grambling's Office of Human Resources located in room #148 of Long Jones Hall or call (318) 274-2237.