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Approval to Fill Number	1745
Budget/Payroll Title of Position	Residence Hall Director
Local Title	Area Coordinator
Application Types Accepted	Professional and Management Application
Documents to be Attached	Resume/CV Cover Letter References
Department	Residence Life
Full or Part Time	Full-Time
Salary Range	\$37,873
Job Posting Date	01-21-2010
Closing Date for Receipt of Applications	Open Until Filled

The Department of Residence Life at the State University of New York at Geneseo is seeking a pool of candidates for the position of Area Coordinator for the 2010-2011 academic year. We seek professionals whose academic interests and experiences include residential education, leadership development, a commitment to diversity, and an understanding of the needs of students transitioning to college. We value colleagues who demonstrate intellectual curiosity and evidence of a commitment to academic excellence. Qualified applicants will have strong written and oral communication skills.

The AC appointment is a full-time, live-in, 12-month position during the academic year. Responsibilities run from August 1, 2010 through July 31, 2011.

Area Coordinators at SUNY Geneseo are educators outside the classroom. We seek a professional staff committed to co-curricular education as a complement to Geneseo students' rich curricular experiences.

Job Summary and Application Process

ACs at Geneseo live in apartments in their residence halls. They lead and mentor Residence Directors in one of three campus villages. They supervise and train two paraprofessional staffs of RAs, serve in the campus Conduct system, participate in committees across campus, and oversee the residential education of approximately 300 students in two residence halls. The Department of Residence Life currently directs several residential college houses (Dante House, Writers House, Eco House), and seeks to develop Geneseo's residential college system. Summer responsibilities include work with summer school, Orientation, conferences, and housing placement.

Residential students at Geneseo are active in national and regional residence hall organizations; both NEACURH and NACURH have recognized our students' commitment to residence life with awards for campus programs and individual student leaders, including national honors for Geneseo's NRHH chapter. ACs regularly present papers and programs at regional and national Student Life conferences and run leadership workshops on campus. Many ACs also take advantage of opportunities to work collaboratively with other offices of the Division of Student and Campus Life, such as Orientation, First Year Seminars, the College Union &

Activities, Greek Affairs, Health and Counseling, and Career Services.

SUNY Geneseo will be screening applicants on campus and at the Western New York Placement Exchange. Applicants should indicate their communication skills through the written materials they submit. All campus interviews will include a prompted presentation on a current issue in student life.

Minimum qualifications include a Master's degree, or significant work towards completion of the Master's degree, and professional or paraprofessional experience in residence life or commensurate experience in student life. Geneseo's strong residential education program requires ACs who think of themselves as educators.

This position requires flexibility of work hours, including some work performed on weekends and evenings. Each Area Coordinator participates in "on-call" duty, requiring periodic overnight monitoring of a duty phone and the ability to respond to emergency situations.

SUNY Geneseo is an affirmative action/equal opportunity employer committed to recruiting supporting, and fostering a diverse community of outstanding faculty, staff, and students.

Review of applications will begin immediately and will continue until the position is filled. To apply, submit an online professional and management application at <http://jobs.geneseo.edu> and attach a cover letter, resume and contact information for three professional references. All applicants are subject to drug and criminal background checks.

Special Working Conditions

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