



Corban University
Position Description

AREA COORDINATOR

DEPARTMENT:	Student Life
REPORTS TO:	Director of Community Life
SUPERVISES:	Assistant Area Coordinator / Resident Assistants
FLSA STATUS:	Exempt / Full Time (10.5 month position)
REVISED:	February 2015

Application Process on Following Page

UNIVERSITY MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

DEPARTMENTAL MISSION: To foster student learning that results in meaningful growth.

STUDENT LIFE LEARNING OUTCOMES: Belonging, Engagement, and Citizenship; Curiosity, Mindfulness, and Stewardship.

SUMMARY: To honor and serve God in educating Christian students as servant leaders by coordinating, maintaining and developing residential life programs and to assist residents in reaching the spiritual, academic, social, and emotional goals of Community Life.

ESSENTIAL FUNCTIONS:

- Provide leadership to the overall operation of residence halls
- Be approachable and accessible to residents throughout days and evenings and on-call for emergency situations as they arise
- Be enthusiastic for participating with and developing teams
- Conduct weekly meetings with the RAs under supervision
- Under supervision of the Director of Student Programs, provide events that contribute to a holistic growth model
- Meet weekly with the Community Life Team for growth, planning, and support
- Serve as principle liaison person between the Student Life Office and the residence hall including physical or emotional health concerns, personal matters, and housing concerns
- Monitor progress of students placed on health agreements, growth agreements, accountability contracts, and citizenship probation contracts
- Under supervision of the Director of Community Life, coordinate room assignments and the opening and closing of the residence halls each semester
- Assist in the coordination of and participate in the RA selection process
- Communicate interpretation and implementation of institutional policies to RA staff and students
- Provide guidance and supervision to planning of regular residence hall meetings
- Represent the university in student conduct matters and recommend courses of action
- Assist in the development of the Residence Hall Staff Walkthrough and yearly update
- Work with the Community Life Team in the planning and carrying out of student leader trainings (including fall, winter, spring and class sessions.)
- Be trained and prepared to provide emergency first aid to residents



- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read, analyze, and interpret information
- Ability to respond to common inquiries or complaints from students, parents, alumni, or members of the education and business community
- Ability to effectively present information to public and/or on campus groups
- Ability to use Quicken for the purpose of overseeing one to three accounts
- Ability to work well with shifting figures in regards to residents, resources, and funds
- Ability to define problems, collect data, interpret reports, charts and graphs, establish facts and draw valid conclusions
- Ability to interpret a variety of instructions, some technical in nature
- Ability to engage in collaborative problem solving
- Ability to communicate with verbal and written communication skills

QUALIFICATIONS AND REQUIREMENTS:

- Demonstrated experience in community building and leadership roles
- Bachelor's degree required; Master's degree preferred
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS

- Reside in a two-bedroom residence hall apartment.
- 24 hours a day, seven days a week on-call status which can lead to elevated times of stress.
- Occasional overnight travel required (up to 3-4 times a year).
- Clean environment that is tobacco, alcohol and drug free.
- Ideally serves three (3)+ years
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, age, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church.



To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)
- Completed supplemental questions – if any (see below)

Supplemental Questions

Within a 1-2 page limit, please answer the following question:

- How does your philosophy of residence life advance the mission of the university?

Send or email to:

Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316