Area Coordinator

About Boston College:

Founded in 1863, Boston College is a Jesuit, Catholic university located six miles from downtown Boston with an enrollment of 9,100 full-time undergraduates and 4,700 graduate and professional students. Ranked 31 among national universities and a member of the Association of Research Universities, Boston College has 752 full-time and 1,080 FTE faculty, 2,750 non-faculty employees, an operating budget of $886 million, and an endowment of approximately $2 billion.

Position Overview:

The Area Coordinator is a 12-month, live-on, full-time professional staff member, responsible for three residential communities. The Area Coordinator assists the Assistant Director of the First Year Area in overseeing all educational, social, and operational activities, providing support services directly to first-year students, and adjudicates student discipline cases for the First Year Area. The Area Coordinator supervises an two Resident Directors and Resident Assistants in the First Year housing areas.

The Area Coordinator is responsible for the following:

* Responsible for supervising 2 full-time Resident Directors, 3 Graduate Staff Assistants, 35 Resident Assistants, 15 student office staff members, and 847 students in campus area
* Oversee the space scheduling for 825 Center Street and for the Trinity Chapel Basement
* Maintain daily office hours and project a high degree of visibility and availability to all staff and students. Some office hours will need to take place during the evening
* Serve on assigned department committees and represent Department on campus-wide committees
* Conduct weekly staff meetings with RAs and weekly area meetings with Resident Directors on Newton Campus
* Participate in on-call system as a Senior Administrator on Call
* Work closely with the Graduate Ministry Corps and Resident Ministers on Newton Campus to provide student formation and programming
**Requirements:**

* Minimum of one year prior full-time residence hall experience
* Demonstrated commitment to diversity and inclusion
* Strong communication skills
* Demonstrated leadership skills
* Excellent interpersonal skills
* Proven residence hall programming skills
* Master’s degree in Higher Education, Counseling, or related field

**Before You Apply:**

Boston College conducts background checks as part of the hiring process.

Boston College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, nation origin, disability, protected veteran status, or other legally protected status. To learn more about how BC supports diversity and inclusion throughout the university please visit the Office of Institutional Diversity at [http://www.bc.edu/offices/diversity](http://www.bc.edu/offices/diversity).