



AREA COORDINATOR + STUDENT CONDUCT JOINT APPOINTMENT

Head-of-Hall Position

John Carroll University is a private, coeducational, Jesuit Catholic university founded in 1886 and dedicated to developing individuals with the knowledge and character to lead and to serve. The University is located in University Heights, Ohio, an attractive residential suburb 10 miles east of downtown Cleveland (metro. area pop. 1.38 million). Academically, the University consists of the College of Arts and Sciences and the Boler College of Business, which both include graduate programs. Degree programs are offered in nearly 60 major fields in the arts, social sciences, natural sciences, and business at the undergraduate level, and in select areas at the master's level.

The University enrolls approximately 3,000 undergraduate students and 700 graduate students and has a student-to-faculty ratio of 14:1. John Carroll University is one of 28 Jesuit universities in the United States and has been listed in U.S. News & World Report magazine's top 10 rankings of Midwest regional universities for more than 20 consecutive years.

The Area Coordinator is a full-time, 12-month, live-on professional staff member with a primary appointment in the Office of Residence Life and a joint appointment in the Office of the Dean of Students. The Area Coordinator reports to the Associate Director of Residence Life for Residential Education and Associate Dean of Students. This Area Coordinator shares in the responsibility for all facets of the Residence Life program and contributes significantly to the Student Conduct process in the Office of the Dean of Students.

We seek a new student development practitioner who:

- Cares deeply about forming strong relationships and engaging in meaningful experiences with students
- Embraces our Catholic and Jesuit identities and will live the mission of our University
- Is open to new and challenging experiences directed towards professional growth
- Is committed to creating and contributing to an inclusive campus community

For more information about the University, its mission, and history, please visit: <http://sites.jcu.edu/about>.

For more information about the Office of Residence Life, please visit: <http://sites.jcu.edu/reslife>.

PRIMARY APPOINTMENT (75%)

Office of Residence Life | Head of Hall

- Lead and develop a residential community of approximately 300 traditional-aged continuing undergraduate students living in 2 residence halls
- Supervise, develop, and evaluate 10 Resident Assistants (RAs), including 2 Senior RAs
- Conduct bi-weekly one-on-one meetings with individual RAs and facilitate weekly staff meetings
- Oversee the planning and implementation of all programming initiatives within the residential area
- Advise and guide RAs on appropriate student and floor interventions
- Hear student conduct cases and administer educational sanctions
- Collaborate with campus partners to intervene with and support students of concern and students at-risk
- Mediate elevated conflicts that occur between roommates and among residents
- Collaborate with Resident Ministers to support student needs
- Serve on the on-call duty rotation and support after hours processes that ensure student safety
- Manage budget lines for community building, programming, and staff development
- Supports housing operations functions, including follow-up on facilities and housekeeping concerns
- Contribute significantly to RA recruitment, selection, and training processes
- Manage Residence Life assessment and evaluation projects as assigned
- Contribute significantly to office, divisional, and institutional commitments as assigned
- Perform occasional evening and weekend responsibilities

JOINT APPOINTMENT (25%)

Office of the Dean of Students | Student Conduct

- Recruit, train and advise the Student Union Hearing Board (SUHB)
- Serve as a member of the University Hearing Board, including Title IX cases
- Benchmark best practices in student conduct process and policy. Revise student conduct processes and policies as necessary to achieve mission and learning goals of the Dean's Office
- Contribute significantly to ongoing review and improvement of assessment practices in the Dean's Office
- Create and implement educational programming, to promote understanding of community standards and conduct process among general student body as well as student organizations, groups or teams
- Other projects as assigned, depending on departmental need and Area Coordinator's interests

QUALIFICATIONS

- Masters degree in College Student Personnel Administration, Higher Education, or related field
- Prior work experience in Residence Life and Student Conduct
- Prior supervisory experience
- Thorough knowledge of student development, student leadership, and community development theories
- Strong oral and written communication and critical thinking skills
- Possess values aligned with the mission and identity of John Carroll University

PREFERRED

- 1-2 years of experience in a head of hall position
- prior work experience in student affairs assessment, evaluation, and/ or research

BENEFITS & COMPENSATION

- Full administrative benefits package including comprehensive medical, dental, retirement, vision, and life insurances
- One-bedroom apartment (fully furnished, including a washer and dryer unit)
- University meal plan (and for married spouse if applicable)
- Parking permit (and for married spouse if applicable) and Reserved Parking Space
- Pet Policy allowing cats, dogs, and fish
- Salary: \$30,500 per annum

TO APPLY

John Carroll University is an Affirmative Action, Equal Opportunity Employer. The University is committed to diversity in the workplace and strongly encourages applications from women and individuals from historically underrepresented groups.

The application deadline is May 27, 2019, however, the review of candidates will begin IMMEDIATELY and preference will be given to candidates who apply before May 21, 2019. At the time of application, please submit a cover letter, resume, and list of three professional references. The desired start date for this position is June 17, 2019.

To apply for this position, please visit: <http://sites.jcu.edu/hr/pages/employment/>

We hope you'll *[Consider Carroll and Consider Cleveland!](#)*

CONTACT INFORMATION

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