Area Coordinator
Senior Residence Hall Manager
Pay Grade 03 - PVL 91258

Type of Employment: Academic Staff, Full Time (40 hours/week)

Location: Sellery Hall, 821 W Johnson St, Madison, WI
Click here to see a campus map

Department: Residence Life

Compensation:
- Starting annual salary for this position will be $48,000.00 or higher, based on qualifications and experience

Schedule: Primary schedule below; schedule alterations as operation and position expectations demand.
- Regular business hours are 7:45am to 4:30pm.
- Participate in a senior staff on-call coverage rotation.
- Additional or alternative hours may be required as operational needs demand.

Requirements:
- A criminal background check will be conducted on all finalists.
- A Master's degree is required. A Master's degree in Higher Education, Counseling and Guidance, Student Personnel, Student Affairs or a related field is preferred.
- Three years of full-time experience in a University Housing Residence Life program is required; preference will be given to a candidate with more than three years of experience.
- Preference will be given to candidates with the following experiences:
  - Conduct and Crisis
  - Diversity and Inclusion
  - Living Learning Community and Academics

Position Summary: Under the General supervision of the Assistant Director of Residence Life, Area Coordinators will work in a highly collaborative and team-based Housing operation, providing key mid-level leadership and supervision for both student and professional staff in the residence halls.

Click here for a complete position description.

How to Apply:

Apply here by **11:55pm on Tuesday, July 11, 2017**. Failure to submit complete application materials will result in ineligibility for this position.
- To apply online, applicants must submit a resume, work history, cover letter and references within the online application system. Within the work history, please complete all fields, including dates of employment.
- Within the online application, please identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. University Housing requires that at least two of the three references be either your current or most recent supervisors. When listing your references to contact, please include the following information:
  - Name
UW-Madison is committed to providing opportunities to people from all backgrounds to help create a welcoming, empowered, and inclusive community. UW-Madison encourages women, minorities, veterans, and people with disabilities to apply.

Applicants who apply for this position may be considered for future vacancies in this title within University Housing.

For questions, please call 608-262-2766 or email hr@housing.wisc.edu.

Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:

- If you return to a WRS-covered employer, including the University of Wisconsin after retirement, you are considered a "rehired annuitant." Click HERE for basic information about your benefits if you are a rehired annuitant. Please note that provisions have changed for WRS participants who retired after July 1, 2013.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer.