



Elizabethtown College

Human Resources

Job Opportunity

Area Coordinator

Elizabethtown College has an opening for an Area Coordinator within our Residence Life department. We are seeking a committed, caring educator who is passionate about working with students to add his/her expertise, interests, and vision to our team. The Area Coordinator plays an integral part in the community development of two residential facilities and is responsible for 300-500 students and 12-14 resident assistants.

A Master's Degree in College Student Personnel or related field is preferred (minimum of a Bachelor's degree required). Graduate level or professional Residence Life experience is necessary. Candidates must have excellent verbal and written communication skills and the ability to manage multiple responsibilities.

This is an eleven-month, live-in position with an annual salary of \$23,897 plus furnished apartment; dining plan benefits include 80 meals per semester for use in the Dining Hall and \$50 declining balance per week for use in the campus convenience store; competitive benefits; professional development opportunities; stipend for moving expenses; and paid membership to the student affairs organization of your choice.

Located in southeastern Pennsylvania, Elizabethtown College offers its 2,000 students more than 47 academic programs in the liberal arts, sciences and professional studies. Driven by its motto to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult www.etown.edu.

Initial screening of candidates will begin immediately and continue until this position is filled. To apply, submit letter of application, current resume, and the names and contact information of three current references to:

Elizabethtown College
Attn: Human Resources
One Alpha Drive
Elizabethtown, PA 17022-2298
hr@etown.edu

For more information visit: www.etown.edu/humanresources

AA/EOE
