

Area Coordinator I

Posting Details

I. JOB OVERVIEW

Job Description Summary:

The Division for Student Affairs at The George Washington University fosters student learning and development by creating communities that support personal growth, connection, and belonging. Through programs, services, and activities, the division promotes engagement, diversity, and inclusion while advancing the university's commitment to being both academically rigorous and student-centered.

The Area Coordinator I (AC) implements the vision, mission, and priorities of Campus Living and Residential Education (CLRE) within the residential communities. ACs oversee one or more residence halls and serve as a primary point of contact for residential students alongside undergraduate student staff. In this role, ACs cultivate a positive community environment, provide high-quality customer service, and supervise undergraduate student leaders to foster belonging, wellbeing, and student learning.

ACs coordinate interventions and provide support to students and their families, respond to complex incidents and resident concerns, and collaborate with campus partners to promote student success. The position also includes administrative and operational responsibilities related to residence hall management, including summer operations. During the summer, ACs oversee residential students participating in internships, short-term programs, and extended-stay housing.

Position Summary

- Manage the daily operations of one or more residence halls, including community development, building operations, occupancy management, seasonal transitions, and student support. This may include providing interim support for additional residence halls during staffing vacancies.
- Recruit, advise, and support Hall Council members and student leadership within assigned residential communities.
- Provide direct supervision of undergraduate student staff and support their development as community leaders.
- In partnership with undergraduate student staff, build relationships with residents to identify needs and connect students with appropriate campus resources.
- Respond to and manage room and suitemate conflicts, including mediations, student and parent/guardian follow-up, and oversight of the Roommate Success Plan process.
- Develop and maintain collaborative relationships with Living-Learning Community partners, Faculty-in-Residence, Chaplains-in-Residence, student leadership organizations (Residence Hall Association and National Residence Hall Honorary), and campus partners across and beyond the Division for Student Affairs. Oversee the day-to-day operations of Living-Learning Communities in assigned residence halls in partnership with CLRE leadership.
- Implement CLRE's Residential Curriculum, Rev UP@Home, by supervising undergraduate student staff in planning and facilitating educational and social programs, dialogue initiatives, campus engagement opportunities, and intentional interactions with residents.
- Manage programmatic budgets for assigned residential communities in partnership with an Assistant Director of Residential Education.
- Advise student organizations.
- Serve on and co-lead departmental focus areas (committees) and, when applicable, serve in collateral assignments as a liaison to other university departments, supporting projects, events, and initiatives.
- Collaborate with campus partners—including Conflict Education & Student Accountability, Student Outreach & Support, Counseling and Psychological Services, and local and university law enforcement—to address community standards concerns, conduct processes, and student wellbeing.
- Uphold university policies and community standards and participate in a 24/7 rotating on-call system to respond to residential incidents and campus emergencies, including documenting and escalating concerns as appropriate.
- Support divisional and university initiatives, including new student orientation, student success programs, and university events and traditions.

This position is a live-in position and does require weekend and after-hours work.

Performs other duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Minimum Qualifications: Qualified candidates will hold a Bachelor's degree in an appropriate area of specialization. Degree must be conferred by the start date of the position. Degree requirements may be substituted with an equivalent combination of education, training and experience.

Qualified candidates are required to live on campus as a condition of employment.

Additional Required Licenses/Certifications/Posting Specific Minimum Qualifications:

This position will be effective July 1, 2026.

Preferred Qualifications:

- Master's Degree in higher education administration, counseling, or related field preferred
- Experience supervising, advising, and developing undergraduate student leaders in a residential or student affairs setting.
- Demonstrated ability to build strong relationships and establish a visible presence within residential communities.
- Experience managing student concerns, including crisis response, case management, and coordination with campus partners and families.
- Strong interpersonal, communication, and customer service skills with the ability to effectively engage diverse student populations.
- Ability to navigate conflict, change, and ambiguity while supporting a positive residential community environment.
- Demonstrated collaboration with faculty, campus partners, and external departments to support student success.
- Experience designing initiatives or programs that foster belonging and connect residential students to campus and local communities.
- Commitment to equitable, student-centered practices in residential education.
- Interest in supporting summer conference operations or other residential programs during non-academic periods.

Hiring Range \$43,888.00 - \$56,379.08

GW Staff Approach to Pay [How is pay for new employees determined at GW?](#)

Healthcare Benefits

GW offers a comprehensive benefit package that includes medical, dental, vision, life & disability insurance, time off & leave, retirement savings, tuition, well-being and various voluntary benefits. For program details and eligibility, please visit

<https://hr.gwu.edu/benefits-programs>.

II. JOB DETAILS

Campus Location: Foggy Bottom, Washington, D.C.

College/School/Department: Division of Student Affairs

Family Student Affairs

Sub-Family Residential Education

Stream Individual Contributor

Level Level 1

Full-Time/Part-Time: Full-Time

Hours Per Week: 40

Work Schedule: Hours for this position may vary and allow for flexibility, but generally occur Monday - Friday between 10:00 am - 9:00 pm, and will require some evenings and weekends

Will this job require the employee to work on site? Yes

Employee Onsite Status Essential onsite

Telework: No

Required Background Check:	Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, and Sex Offender Registry Search
Special Instructions to Applicants:	Employer will not sponsor for employment Visa status The effective date for this position is July 1, 2026.
Internal Applicants Only?	Yes (University Wide)
Posting Number:	S014100
Job Open Date:	03/25/2026
Job Close Date:	04/08/2026
If temporary, grant funded, Sponsored Project funded or limited term appointment, position funded until:	
Background Screening	Successful Completion of a Background Screening will be required as a condition of hire.
EEO Statement:	The university is an Equal Employment Opportunity employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

- * Are you currently employed with The George Washington University?
 - No
 - Yes
- * For current GW employees, have you completed your Introductory Employment Period (IEP)? (As a reminder, employees in their IEP are not eligible to apply for other internal university staff and research positions until the IEP is complete.)
 - Yes, IEP complete
 - No, still in IEP
 - N/a - not a current GW employee
- * What is your expected salary range?
(Open Ended Question)

Documents needed to Apply

Required Documents

- Resume
- Cover Letter

Optional Documents