

# University of Southern Indiana Area Coordinator

Recruitment Guide: Knowing You and HRL at USI



Live On, Live In and Get Connected



Dear Potential USI Team Member:

Thank you for your interest in the Area Coordinator position with the Department of Housing and Residence Life at the University of Southern Indiana. This recruitment guide will give you information about both the Department as well as the University of Southern Indiana.

The pace at USI has been exhilarating in recent years. USI has added academic programs in engineering, computer science, and special education. Enrollment has reached 10,000 students, and new buildings opened in 2003, 2006, and our newly renovated Community Center opened in the fall of 2008. The Torrington Wing of the Science and Education Center houses classrooms, laboratories, and faculty offices for the Pott College of Science and Engineering and the Bower Shurheinrich College of Education and Human Services. The new College of Business building is in the process of being built today with hopes of being finished in the fall of 2010. In addition, the University Center is currently being expanded and expected to be completed in the spring of 2011. The David L. Rice Library is the newest and tallest building on campus. It has the size, flexibility, technology and accessibility to meet today's education needs.

While building new facilities, we have continued to enhance our already strong programs. We have added to our Living Learning Communities, by expanding them to two of our newest Residence Halls. Our programming model encompasses the values of the Department, the Division, and the University.

Again, we welcome your interest in the University of Southern Indiana! Feel free to visit our website at [www.usi.edu/res](http://www.usi.edu/res). If you have any questions, contact us at [asprice@usi.edu](mailto:asprice@usi.edu) or 812/468-2000.

**With Screaming Eagle Pride,**

Residence Life Search Committee

# University of Southern Indiana

## History

University of Southern Indiana is a regionally responsive, needs-driven, comprehensive public university in the model of the “new American college.” University of Southern Indiana has created an environment where teaching and learning are foremost in its mission and where the energy and dedication to purpose of faculty and staff have become a model for other universities. Among the state’s baccalaureate institutions, the most productive faculty is found at USI. And the faculty’s commitment to continual improvement in teaching has produced increasing quality of instruction and graduate preparedness. The University truly has been a creator of opportunity for thousands of students, many the first in their families to attend college.

USI is a broad-based institution offering programs of instruction, research, and service. A liberal arts and sciences curriculum serves as the foundation of knowledge for all programs and complements undergraduate programs leading to careers in business, engineering, government, health profession, education, and related fields. Selected master’s degrees already in existence, and in development, serve persons in professional and technical studies. As a public institution, the University of Southern Indiana counsels and assists both business and industry and social, educational, governmental, and health agencies to higher levels of efficiency and improved services.

University of Southern Indiana began as a regional campus of Indiana State University, opening on September 15, 1965. It was established in response to a need for public higher education in southwestern Indiana, a region lacking public higher education until that time. In 1967, Southern Indiana Higher Education, Inc., (SIHE) raised nearly \$1 million to acquire 1,400 acres for the Mid- America University Center. Groundbreaking was held June 22, 1968. Since September 1969, the University has occupied 330 acres, mostly donated by SIHE. Southern Indiana Higher Education, Inc. still owns more than 1,000 acres for development of higher education opportunities. On April 16, 1985 legislation was signed which made USI a separate state university. All legal matters were effective July 1, 1985. From its earliest stage of planning in the early 1960s, community leaders have supported the University in providing a solid base for its present success and future growth. The University is expected to grow moderately in the years ahead.

# University of Southern Indiana

## Housing and Residence Life

### Mission Statement

#### Mission

The Department of Housing and Residence Life supports and enhances the educational mission of the University of Southern Indiana by providing programs, services, staffing, and facilities, which support academic success and personal development.

With our four governing values vision, integrity, competence, and inspiration, we will make USI Residence Life “The Best of its Size and Type in the Nation.”

#### Core Functions

Housing and Residence Life is an organization that:

- creates an environment whereby students are active participants in the academic enterprise,
- embraces certain truths including respect for ideas, the value of diversity, and the vitality associated with positive change, all essential to the holistic development of the students we serve,
- places a premium on both the quality of service and the quality of life we provide to our students,
- prioritizes staff development and recognizes that people are the most important assets of the department and must be the key source of innovation and leadership,
- pursues an aggressive plan to ensure that retention rates of residents exceed national trends,
- maintains financial integrity/solvency,
- purposefully pursues competence in the understanding and application of technology, achieves state, regional and national recognition for its success in meeting the needs of our constituents,
- continually assesses our services, facilities, staff and student satisfaction.

#### Learning Outcomes

- Be a positive contributing member of our community
- Openly communicate in a clear, concise and appropriate manner
- Explore new ideas and beliefs, define their values, and act in accordance with them
- Take initiative to develop personal goals and work toward accomplishing these goals
- Be open to and understand a variety of different perspectives

# University of Southern Indiana

## Housing and Residence Life

### Values

#### Vision

We are **progressive dreamers** with a realistic **outcome based** focus. Through **clarity of purpose** and **shared direction** we adapt and strive for a better future as **agents of change**.

#### Integrity

We are an organization that values **integrity**. We are **ethical professionals** who **seek the truth**. We are **accountable, trustworthy, and honest** in words and action.

#### Competence

Through **initiative** and **educational opportunities** we provide the highest level of **service** to our constituents. We continually **strive toward excellence** and **exceed expectations**.

#### Inspiration

We are an organization that values **inspiration**. Through **challenge and support**, we **motivate** and **empower** our students and ourselves. We **enthusiastically recognize** and celebrate the contributions of our community.

*\*Developed by the Department of Housing and Residence Life in July 1998.*

*\*Updated by the Department of Housing and Residence Life in July 2004*

# University of Southern Indiana

## Division of Student Affairs

### Values

#### Vision

We hold a clear **vision** of our division's future at the forefront of our mission for student affairs. We are **proactive, goal oriented** and **open minded** to the future ideas and **dreams** of our employees. We value **diversity**. We are **agents of change**

#### Integrity

We hold **integrity** to the highest order. We are **honest, trustworthy, professional** and **ethical** in all of our dealings with faculty, staff, and students. We **empower** those both within and outside our division. We **competent** in our profession, and continue to **educate** ourselves and others about changes and new advances in the field of student affairs.

#### Collaboration

We understand the importance of **collaboration**. We work as an **interdependent team, sharing** resources and **assisting** each other with important projects. We **support** each other's endeavors, both in and outside of our work environments

#### Inspiration

The Division of Student Affairs is a **motivating, fun, and supportive** organization. We have **positive attitudes** about our responsibilities, our students, and each other. We foster an environment that recognizes the accomplishments of our members, **rewards** outstanding achievement, and **celebrates** our successes. We **enjoy** our profession.

#### Service

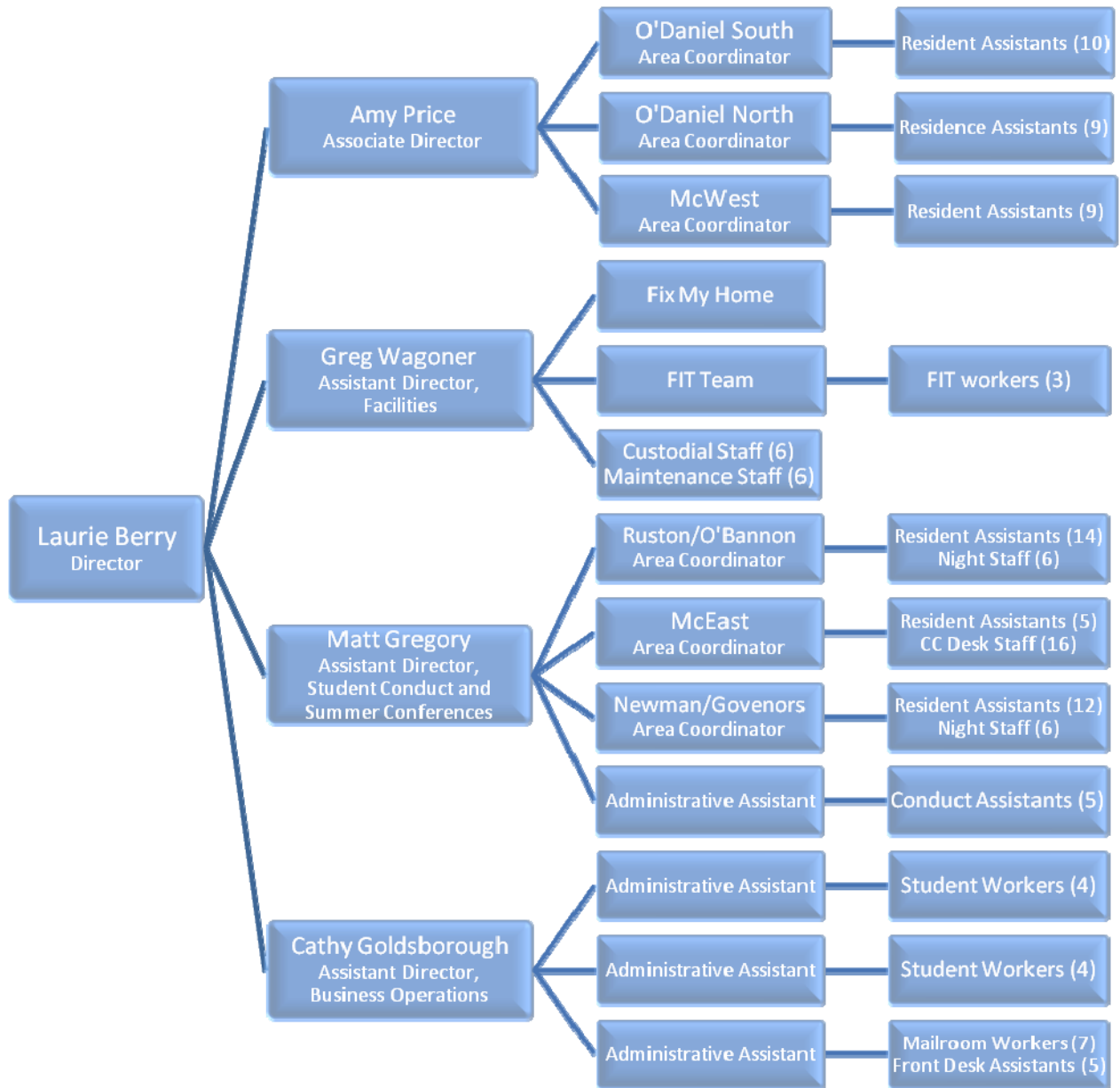
We make a special effort to understand the **needs** of our students, staff, and faculty. We are **compassionate** when we deal with our problems or concerns, and we are always **gracious** and **kind** with our students and each other. We offer quality products, programs, and publications, and we **continually improve** upon our service.

*\*Developed by the Division of Student Affairs in July 1999*

# University of Southern Indiana

## Housing and Residence Life

### Organizational Structure



# University of Southern Indiana

## Housing and Residence Life

### Area Coordinator Position Description

*Minimum qualifications for the Area Coordinator position include a Bachelor's degree in Psychology, Business, Student Affairs, Education, or a related field. Master's degree preferred. Two years of Residence Life experience required. Full-time live-in experience is preferred.*

The Area Coordinator's major function is to assist students in their total development. The Area Coordinator must be committed to student learning and capable of responding in a positive manner to a wide variety of situations. He or she is expected to carry out their responsibilities in a manner that will further personal responsibility in students and promote self-discipline within the community. The Area Coordinator is a member of the Department of Housing and Residence Life within the Division of Student Affairs. The area coordinator is responsible for a specific housing area in the Department of Housing and Residence Life. As a live-in staff member in a designated area, they supervise resident assistants, advise student groups, and oversee facility operations. It is the responsibility of the Area Coordinator to coordinate these functions to maintain a strong educational and social community. The Area Coordinator reports to the Associate Director of Housing and Residence Life or the Assistant Director for the Office of Student Conduct and Resolution Services

Described below are areas of the residence life program in which the Area Coordinator has significant responsibilities. Within the total job description, as well as the specific responsibilities, the Area Coordinator is encouraged to develop their own style, educational preparation, and professional background to best meet the needs of residents living at the University.

The following are descriptions of how you will meet the needs of the students in your position:

#### **Service to Individual Students**

The primary responsibility of the Area Coordinator is to meet the needs of individual residents. Housing and Residence Life exists for, and because of, students. The end result of all aspects of the area coordinator's position and the residence life program should be for the benefit and well-being of the residents. The philosophy of the University of Southern Indiana's Department of Housing and Residence Life is that residents are the customers of our business and are therefore entitled to all the facilities, programs, and services which the Department has agreed to provide. Housing and Residence Life is committed to providing high-quality services and facilities to our residents for a reasonable price. Specific expectations of the area coordinator regarding individual students include: Implements and is knowledgeable of the mission, goals, and vision of the Department of Housing and Residence Life, the Division of Student Affairs, and the University of Southern Indiana

- Is familiar with the principles of community development and student learning and actively encourages an environment which reflects a sense of community and interpersonal responsibility that effectively addresses student needs. Continues to read and study current literature on student learning, student development theory, management theory, and student affairs.
- Adheres to and upholds the ethical standards of the housing and student affairs profession.
- Develops and implements a plan to meet and become acquainted with individual residents.
- Counsels students having personal, academic, lifestyle, and career concerns.
- Makes referrals to other University agencies as needed.

- Provides educational discipline to individuals when appropriate and maintains a timely response to issues.
- Assists students in need of special services.
- Follows up on concerns about individual residents as conveyed by RAs and other students.
- Sets the standard shared with other staff members in maintaining visibility and availability and initiation of informal contacts with students.
- Assists students in academic and social adjustment to the University of Southern Indiana, with emphasis on individual responsibility, personal growth, and social awareness.

## Programming

One responsibility of the Area Coordinator is to coordinate programming efforts. The Area Coordinator is responsible for implementing a community plan to meet the needs of residents in their areas and for the entire residential community. The implementation of this plan is a learning experience for staff and student programmers. The Area Coordinator will utilize the learning outcomes as their developmental plan for programming. Programming at the University of Southern Indiana is meant to maximize the individual's well-being and to establish lifestyle patterns that promote wellbeing throughout their lives. For college students, the maintenance of this well-being for future years is contingent on the degree to which students take responsibility for themselves and their actions.

Housing and Residence Life and its educators have an obligation to educate students about the choices available to them and provide an excellent arena for out-of-class learning. Listed below are the expectations for the area coordinator in their role as programmer:

- Implement programs consistent with the dimensions of the department's philosophy.
- Define the Department of Housing and Residence Life and the area coordinator's expectations of residence life staff as community builders.
- Provide advisement to student groups in their programming efforts.
- Encourage and support community-building activities by Housing and Residence life staff and student leaders.
- Assist programmers in gaining access to resources.
- Continually evaluate programming for the department.
- Share programming ideas with residence life staff.
- Keep the Associate Director of Housing and Residence Life or the Assistant Director for the Office of Student Conduct and Resolution Services updated on programming efforts.
- Be aware of and encourage involvement in other programs on campus and in the community.
- Develop, describe, and document all program efforts that occur in Housing and Residence Life and distribute that information in a written monthly report to the Associate Director of Housing Residence Life.
- Develop and maintain programming files from programs in an effort to create new resources for student leaders and staff

## Student Organizations Advisory

The experiences students have while participating as leaders are viewed by the Department of Housing and Residence Life as a part of their education as well as an opportunity to govern their living environment. The role of the Area Coordinator as advisor is to facilitate these learning experiences and to provide opportunities for students to have input into the residence life program.

The specific expectations for Area Coordinators working with student leaders are:

- Define your role as advisor. Seek expectations of the group regarding the role of the advisor.
- Assist in the development of visions, missions, and goals of the group.
- Attend all meetings.
- Attend all executive meetings.
- Have regularly scheduled appointments with executive officers.
- Attend major functions sponsored by student organizations.
- Present additional campus leadership training as requested.
- Serve as a resource person for ideas and information.
- Advise a Residence Hall Council or Community Council.
- Support the Student Housing Association and Residence Hall Council as the governing body for resident students.

## **Resident Assistant Program**

The Resident Assistant staff is vital to the operation and programs of the department. Resident assistants are employed by the Department of Housing and Residence Life and are directly supervised by Area Coordinators. The Resident Assistant program requires input and cooperation from the entire staff to be successful. As a live-in professional, one of the Area Coordinator's main functions is working with the total resident assistant program. They also are responsible for their own area staff. Specific expectations for the

Area Coordinator regarding the resident assistant program is listed below:

- Hire, train, supervise, motivate, encourage, and evaluate student staff to ensure their effectiveness as peer advisors, administrators, resource persons, planners, educators, and programmers.
- Assist in the development of a vision, mission, and goals for area staff.
- Assist with the implementation and evaluation of the resident assistant selection and/or training process.
- Present sessions for the pre-fall, fall, and spring general training and in-service programs
- Attend all general training sessions.
- Provide necessary training for individual resident assistants as needed.
- Be familiar with the resident assistant job descriptions, duties, and responsibilities, and the conditions of the RA Agreement and Department of Housing and Residence Life's expectations of RAs.
- Coordinate a formal RA evaluation.
- Conduct regular weekly staff meetings with staff members.
- Develop and implement weekly staff development strategies.
- Serve as a liaison between the Housing and Residence Life Office and RAs.
- Represent the Department of Housing and Residence Life in a positive manner in all dealings with RAs. Maintain positive role model behavior when interacting with staff.

## **Division of Student Affairs**

Area coordinators are members of the Student Affairs Division as well as the University community. The contributions Area Coordinators make through their first-hand knowledge of students' needs, concerns, and expectations gained by close day-to-day contact with their residents is very important. The perspective an Area Coordinator has of student life is unique and valuable to the rest of the University community.

Specific responsibilities as a University staff member are:

- Attend and participate in programs and meetings as developed/offered by the division of Student Affairs and the University community.
- Make a concerted effort to become acquainted with the personnel (and their responsibilities) of the USI community, particularly in Student Affairs.
- Serve on Student Affairs and University committees as requested.

## **Facility Operations and Administrative Functions**

The physical environment in which a student resides provides a foundation upon which the community growth and development can occur in a productive and positive manner. As a live-in professional, the area coordinator must have a thorough knowledge of the objectives of the University and the Department of Housing and Residence Life and must be familiar with regulations pertaining to the residence life programs and policies. As an administrator, the Area Coordinator is expected to follow the established policies and procedures in order to have an efficient apartment operation.

The following administrative responsibilities are seen as important aspects of the area coordinator position:

- Coordinate specific daytime, evening, and weekend duty schedules for the area staff to ensure appropriate coverage.
- Participate in all staff meetings, seminars, and staff orientation meetings and workshops.
- Assess and determine appropriate response in emergency situations, report incidents to the proper offices (i.e. Director, Associate Director, Dean of students, Vice President for Student Affairs, Security).
- Maintain regular contact with the Director of Housing and Residence Life, Assistant Director for the Office of Student Conduct and Resolution Services, Assistant Director of Facilities and Operations, and the Associate Director of Housing and Residence Life relative to residence life operations, facility operations, discipline, and special situations.
- Maintain accurate and up-to-date records on students.
- Prepare and submit, upon request, reports related to residence life operations.
- Assume primary responsibility for opening, closing, and securing their area at the beginning and end of each semester and during holiday periods, as appropriate.
- Check daily with Housing and Residence Life office personnel to ensure the smooth flow of information from their area.
- Manage and strive to improve department facilities to provide an attractive, pleasant, safe, and well-maintained environment.
- Report damages, repairs, and replacements within the department to Housing and Residence Life office personnel and keep the assistant director of Facilities current with apartment damage issues.
- Provide adequate coverage of the area, which consists of, but is not limited to, maintaining and posting formal office hours, being present at area and housing programs and activities, and being available to students and staff in the evenings.
- Maintain appropriate level of time spent in the Housing and Residence Life office.
- Represent the Department of Housing and Residence Life to parents, guests, and members of the University community

- Assist with the coordination of departmental projects. Examples include, but are not limited to, RA selection; AC selection; RA class; RA pre-fall training; area coordinator pre-fall training; AC and RA manuals; Housing and Residence Life newsletter; programming; etc.
- Assist with assigned aspects of the summer Housing and Residence Life program as scheduled by the Department (conferences, special groups, orientation, etc.)
- Handle basic judicial issues in their areas. Maintain contact with the associate director of Housing and Residence Life or the assistant director for Judicial Affairs and Conference Services on all judicial issues.
- Develop, in conjunction with the Associate Director of Housing and Residence Life or the Assistant Director the Office Student Conduct and Resolution Services, a personal professional development program.
- Be responsible for the security of all keys assigned and accept the policy of this department of billing the area coordinator the appropriate charges for the loss of keys.
- Be knowledgeable of all Housing and Residence Life office forms and filing procedures.
- Enrolls in no more than three hours/semester without prior consultation with the associate director of Housing and Residence Life
- Respect and maintain the confidentiality of staff and students.
- Assume other duties as directed by the Director, Associate director, or the Assistant Directors.

# University of Southern Indiana

## Housing and Residence Life

### Area Coordinator

### Professional Development

Area Coordinators generally stay for a 3 year term. Within each year, one will be able to achieve a variety of things. The following is a check list that will guide ACs through their professional development experiences during their three years. It is highly recommended that if the individual chooses to stay a year longer to create a professional development plan so s/he can continue to grow and develop.

#### End of Year One

- Serve on at least two (2) Housing and Residence Life committees
- Participate in at least one Housing and Residence Life collateral assignment:
  - Community Council Advisor
  - SHA Co-Advisor
  - Residence Hall Council Advisor
  - RA Training and Selection
  - Screaming Eagle TV
  - Web site Maintenance/Design
- Serve on at least one (1) divisional committee as requested
  - Student Life
  - Substance Abuse Prevention Programming Committee
  - Student Affairs Staff Development Committee
- Read the Housing and Residence Life Contract, Student Code of Conduct, and other Housing and Residence Life marketing brochures. Compile a file of University information and marketing brochures from across campus.
- Familiarize self with Student Affairs Web site and Housing and Residence Life Web site.
- Attend at least two (2) USI Continuing Education seminars.
- Begin masters program.
- Take Kiersey Temperament Sorter. Gain a thorough understanding of how your particular set of preferences on the Kiersey Temperament Sorter will affect group dynamics within Housing and Residence Life.
- Attend Housing and Residence Life Professional Staff Retreat and area coordinator training.
- Compile personal mission statement on Franklin-Covey Mission Statement Builder. Clarify personal and professional values.
- Receive Franklin Planner and use Franklin-Covey system.
- Establish a contact person with each of the following offices. Meet with each person prior to August 20:
  - Career Services and Placement
  - Career Counseling Center
  - Financial Assistance
  - Registrar
  - Dean of Students
  - Physical Plant
  - Security
  - Health Center
  - Wellness Office

- Admission
- Student Development
- Counseling Center
- Multicultural Center
- Intramurals
- International Programs and Services
- Participate in Orientation.
- Attend GLACUHO New Professional Workshop (October).
- Attend at least one (1) Southern Hospitality Day.
- Participate in one (1) summer collateral on behalf of Housing and Residence Life.
- Attend GLACUHO Regional Conference or Indiana. Housing Officers Meeting Drive-In Conference.
- Apply for Committee Membership in GLACUHO.
- Take continuing education course in Beginning and Intermediate Microsoft Office.
- Understand and utilize the Residential Management System (RMS).

## End of Year Two

Obtain a thorough understanding of Department of Housing and Residence Life system and its perception. Understand role Housing and Residence Life plays in larger picture, at USI and elsewhere. Accumulate a basic understanding and acceptance of University environment and then “big picture” in which decisions are made. Submit a two-page paper on your perception.

- Attend Advanced Microsoft Office training.
- Accumulate a thorough understanding of Microsoft Outlook, including how to send attachments, reply to groups vs. individuals, create folders, create signature, place Internet address in the e-mail, create address book, utilize calendar, view others’ calendars, create list serves, etc.
- Attend Microsoft Publisher training.
- Research at least two (2) articles regarding housing issues and present these findings to the Housing and Residence Life staff.
- Become active in a regional organization.
- Attend and present at GLACUHO or GLACURH regional conference.
- Attend at least one (1) Southern Hospitality Day.
- Present at Orientation on behalf of Housing and Residence Life.
- Participate in two (2) USI Continuing Education seminars. One will be diversity related. Share information with Housing and Residence Life staff.
- Assist with budget development (equipment, facilities, programming, training, etc.).
- Spend 40-70 hours working in a different department within Student Affairs on a project assigned and approved by the associate/assistant director of Housing and Residence Life. Your professional development is vital to your success as student affairs professional. Your supervisor will work with you to develop a personal plan.
- Remain current on pertinent issues in higher education and distribute to staff members.
- Participate in at least one (1) Student Affairs Committee.
- Become an active member on a University Housing and/or Student Affairs list serve which discusses housing issues and distributes pertinent information to Housing and Residence Life staff.
- Advise one student organization at USI.
- Participate in Summer Collateral assignment.
- Co-teach an FYI (First Year Initiatives), University Division, Academic Skills, or Resident Assistant Seminar.
- Continue with Masters Program.

- Attend Microsoft PowerPoint training. Give a formal presentation to Housing and Residence Life staff utilizing this technology.
- Prepare an achievement-based resume.

## End of Year Three

- Attend Advanced Microsoft Excel training.
- Attend Microsoft Macros training.
- Organize one teambuilding activity for Housing and Residence Life
- Present at a professional conference (different presentation from year two).
- Attend beginning or Intermediate Microsoft Access training.
- Spend 40-70 hours working in a different department within student affairs on a project assigned and approved by the associate/assistant director of Housing and Residence Life.
- Continue with professional organization committee work at regional level.
- Advise one student organization group outside of Housing and Residence Life.
- Co-teach an FYI (First Year Initiatives), University Division, Academic Skills or Resident Assistant Seminar different from year two.
- Participate in two (2) USI continuing education seminars. Share results with Housing and Residence Life staff.
- Co-develop budget with associate director or assistant director for their area of responsibility.
- Attend Advanced Microsoft Access.
- Attend at least one (1) Southern Hospitality Day.
- Present at Orientation on behalf of Housing and Residence Life.
- Participate in at least one (1) Student Affairs committee.
- Participate in at least one (1) University committee.
- Publish an article in a journal/professional organization newsletter relating to Housing and Residence Life or higher education.
- Participate in a University/non-housing search committee.
- Mentor potential professionals into the field of higher education, spending time to get to know new staff members, answer questions, and maintain a positive perspective about your experiences.
- Co-coordinate professional staff recruitment efforts.
- Prepare curriculum vitae.
- Prepare a professional portfolio.
- Complete master's degree.

# University of Southern Indiana

## Housing and Residence Life

### Area Coordinator

### Compensation Package

Commensurate with Education and Experience

Annual Base Salary: \$23,660-\$26,660

\*Full explanation of benefits is located at <http://www.usi.edu/hr/benefits/index.asp>

#### **Housing:**

USI Residence Life provides a one or two bedroom furnished apartment located within the area the Area Coordinator supervises. Utilities, expanded basic cable, w/HBO, a local telephone, and a high-speed Internet service are provided.

#### **Medical/Dental Coverage:**

The plans currently offered by the University are the Anthem Blue Access 300 plan, Anthem Blue Access 500 plan, and Welborn HMO. Each health care plan is inclusive of medical, prescription drug, and dental insurance.

#### **Parking:**

No charge for parking at USI.

#### **Housing Staff Space:**

Area Coordinators receive a fully furnished apartment in the area in which they supervise.

#### **Vacation:**

15 days accrued per year. 100% of accrued hours can be "paid out" upon leaving the position. Additionally there is a week given to all USI employees between the fall and spring semesters. No vacation is used for this; it is basically a "free week," off. You can accumulate up to 30 days of vacation before you begin to lose any of these hours.

#### **Professional Development:**

On-campus opportunities, as well as regional/national conference expenses, including transportation, lodging, and meals, are paid for by the Department of Housing and Residence Life. The Division of Student Affairs has a strong commitment to continuing professional development and brings professional development opportunities to USI on a regular basis.

#### **Coursework:**

USI employees are eligible to take up to 15 credit hours per academic year of courses at no cost to the employee. Fee waiver of one-half of student fees is provided for students who are spouses or dependent children of eligible employees.

#### **Fitness Center:**

Full access to Fitness Center at no charge to employee.

# University of Southern Indiana

## Housing and Residence Life

### Area Coordinator

### Professional Organizations

#### **ACUHO-I: Association of College and University Housing Officers, International**

Website: [www.acuho-i.org](http://www.acuho-i.org)

ACUHO-I achieves its vision by providing innovative, value-driven programs, services, research, and development as well as networking opportunities that help support and evolve the collegiate housing industry. Its members include more than 6,400 housing professionals from more than 900 colleges and universities in 22 different countries.

#### **Purpose and Principles**

The purpose of the Association is to be the pre-eminent professional Association dedicated to supporting and promoting the collegiate residential experience by:

1. Creating value through services, information, and collegial relationships that are indispensable to its members; and
2. Continually changing and adapting in ways that assist members in meeting the needs of dynamic campus environments. This shall be done with the consistent intention of making a difference in the lives of members and those they serve.

The guiding principles of the Association shall be:

- Volunteer Leadership and Governance in Partnership with
- Professional Staff
- A World View
- Commitment to Diversity
- Fiscal Responsibility
- Provision of Opportunities for Learning and Networking
- Increase in Value to Members
- Ethical Decision Making
- Collaboration and Participation

#### **GLACUHO: Great Lakes Association of College and University Housing Officers**

Website: [www.glacuho.org](http://www.glacuho.org)

GLACUHO is a Regional Affiliation of ACUHO-I and represents member institutions in Indiana, Illinois, Michigan, and Ohio.

**Mission Statement:** Providing the best opportunities for housing officers to learn, lead and serve.

**Vision Statement:** GLACUHO will be widely recognized as a premier regional housing association.

**Core Values:** Personal Professional and Organizational Growth, Service, Visionary Leadership, Inclusivity

**Purpose:** To contribute to the improvement of dining services, residential life, residential services and residential facilities provided by housing officers.

- To advance and communicate professional knowledge and standards in the field of student housing.
- To provide opportunities for education of professional development of housing officers.

- To contribute to the improvement of administrative management, residential education, and general services provided by housing officers.
- To sponsor activities and services which assist housing officers in the exchange and distribution of information and ideas.

**ACPA** : American College Personnel Association

**Website:** <http://www.myacpa.org/>

ACPA is the leading comprehensive student affairs association that advances student affairs and engages students for a lifetime of learning and discovery. ACPA has nearly 9,000 members representing 1,500 private and public institutions from across the U.S. and around the world.

Members include organizations and companies that are engaged in the campus marketplace. Members also include graduate and undergraduate students enrolled in student affairs/higher education administration programs, faculty, and student affairs professionals.

**Vision:** ACPA leads the student affairs profession and the higher education community in providing outreach, advocacy, research, and professional development to foster college student learning.

**Mission:** ACPA supports and fosters college student learning through the generation and dissemination of knowledge, which informs policies, practices and programs for student affairs professionals and the higher education community.

**NASPA:** Student Affairs Administrators in Higher Education

**Website:** <http://www.naspa.org/index.cfm>

NASPA is the leading voice for student affairs administration, policy and practice and affirms the commitment of student affairs to educating the whole student and integrating student life and learning. With over 11,000 members at 1,400 campuses, and representing 29 countries, NASPA is the largest professional association for student affairs administrators, faculty and graduate students.

NASPA members are committed to serving college students by embracing the core values of diversity, learning, integrity, collaboration, access, service, fellowship, and the spirit of inquiry. NASPA members serve a variety of functions and roles including the vice president and dean for student life as well as professionals working within housing and residence life, student unions, student activities, counseling, career development, orientation, enrollment management, racial and ethnic minority support services, and retention and assessment.

**Vision:** NASPA, as the leading voice for student affairs administration, policy and practice, affirms the commitment of student affairs to educating the whole student and integrating student life and learning

**Mission:** To provide professional development and advocacy for student affairs educators and administrators who share the responsibility for a campus-wide focus on the student experience.

**ISAA:** Indiana Student Affairs Association

**Website:** <http://www.purdue.edu/VPSS/ISAA/welcome.php>

After nine years of not having formal meetings for Indiana student affairs professionals a statewide organization was founded in 2002 under the name of the Indiana Student Affairs Association (ISAA). The association was formed with the simple goal of bringing together student affairs professionals from across the state once a year for a fall meeting. The meeting gives individuals an opportunity for professional development, to discuss and learn about trends in higher education and student development especially as it pertains to our state, and to increase collaboration and innovation of new approaches to student services and learning through networking and focus groups

# **University of Southern Indiana**

## **Housing and Residence Life**

**Area Coordinator  
Campus Connections**

### **Admissions**

<http://www.usi.edu/admissn/index.asp>

### **Graduate Studies**

<http://www.usi.edu/gradstud/>

### **Housing and Residence Life**

<http://www.usi.edu/res/index.asp>

### **USI Fact Book**

<http://www.usi.edu/opra/factbook.asp>

### **USI Virtual Tour**

<http://www.usi.edu/virtualtour/>

# University of Southern Indiana

## Housing and Residence Life

### Area Coordinator

### How to Apply

If you are still interested in pursuing the **Screaming Eagle** institution, the great **University of Southern Indiana**, please do the following:

1. Go to <http://www.usi.edu/hr/employ/inndex.asp>
  - a. Click on Administrative
  - b. Search for **Area Coordinator, Residence Life - A09025A1**
  
2. You can apply on-line or download the PDF document (Acrobat Reader) and return to:
  - a. As we are an eco-friendly institution, e-mail to Amy Associate Director: [asprice@usi.edu](mailto:asprice@usi.edu) or
  - b. Amy Price, Associate Director  
839 Pruis Lane  
Evansville, Indiana 47712

and include Cover Letter, Resume, References.

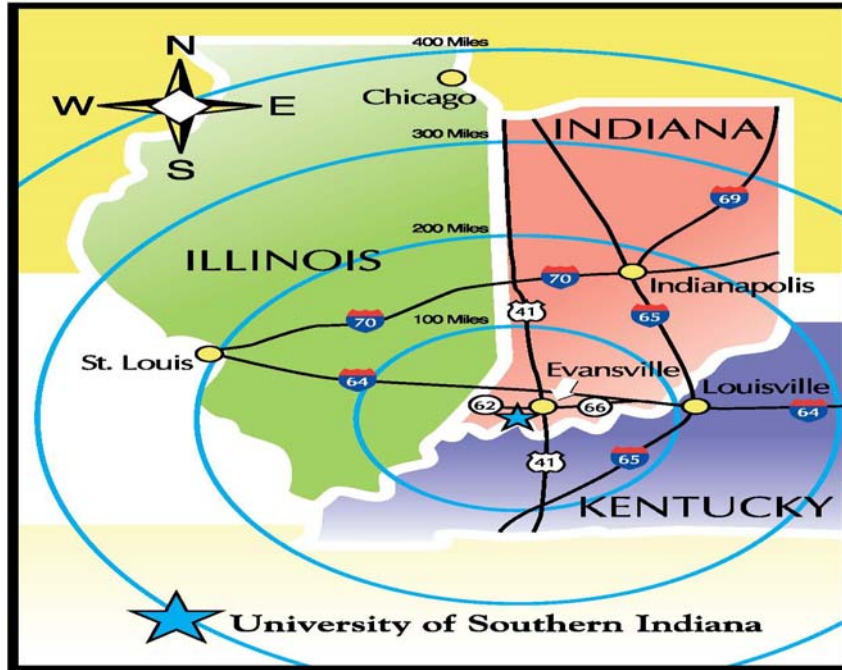
3. Any questions, regarding the process or about the Department, Division, or the University, please do not hesitate to contact us!

*\*If at anytime, you wish to remove yourself from our selection process, please notify Amy Price, Associate Director [asprice@usi.edu](mailto:asprice@usi.edu) and Good Luck with finding the perfect fit!*

# University of Southern Indiana

## Housing and Residence Life

*All Roads Lead to USI*



We hope you have found the Recruitment Guide helpful and will utilize the information you are provided. We are committed to making USI Housing and Residence Life, *"The Best of its Size and Type in the Nation."* We welcome and encourage your feedback. Feel free to visit our website at [www.usi.edu/res](http://www.usi.edu/res). If you have any questions, contact us at [living@usi.edu](mailto:living@usi.edu) or 812/468-2000.