**Area Coordinator Job Description and Expectations**

OWL Area Coordinators serve as mentors to OWL-Coordinators (OWL-C) who lead a small group of OWLs. Area Coordinators serve as presenters and facilitators during OWL-C and OWL Training, help problem solve during the program and Move-In, and serve on the OWL Leadership & Planning Team who plan and carry out logistics for the program. ACs arrive early to campus to undergo training before OWL-Cs arrive and oversee an area of campus. This is a volunteer undergraduate student leader position.

**Dates of Appointment (dates subject to change):** Sunday, August 13th – Saturday August 19st

**Job Description**

* OWL Area Coordinators report to the OWL Co-Chairs and communicate with them often.
* Act as guide/supervisor for OWL Coordinators throughout the program and on Move-In Day.
* Facilitate training of OWL Coordinators on Move-In Day procedures and answer questions.
* Ensure that all OWL Coordinators are accounted for daily.
* Act as liaisons between OWL Leadership and OWL Coordinators.
* Serve as a positive role model throughout the OWL program.
* OWL Area Coordinators will be hired in the spring and have one spring meeting to attend. Most work will take place the week before Move-In.

**Communication Expectations**

* If it is an emergency, then call.  If it can be discussed later, then send an email.
* Communicate all issues or concerns to the OWL Leadership in a timely manner (i.e. crises, emergencies, parent phone calls, and other issues as they arise).
* NEVER discuss a problem you have with another OWL team member to any other peer in OWL, make fun of them, ridicule a policy, or do anything else that might undermine solidarity.
* Continually assess how you are performing, identify any areas for improvement, and celebrate your successes.
* Keep OWL Leadership informed. We can help you navigate your specific job responsibilities when you are busy or overwhelmed – but you have to let us know.
* KEEP your NOTIFICATIONS ON and check your messages frequently. Return messages in a timely fashion. You are responsible for keeping up to date with the information that is being sent to you.
* Realize that you live in a fishbowl at all times – what you do and what you say is always going to be seen or heard by someone.  This carries with you off campus – be aware of what message your social media says about you.
* Provide your OWL-Cs with a form of communication. Create a GroupMe or establish a similar method of keeping in frequent contact. Make sure your OWL-Cs keep their notifications on.

**General Expectations**

**Administrative**

* Submit all documentation and other paperwork in a timely manner.
* Be willing to help and support your fellow ACs and OWL Leadership as needed.
* Develop and maintain a positive relationship with all members of OWL Leadership, your OWL-Cs, and OWLs.

**Working with OWL-Cs/OWLs**

* Promote the Four Core Values of Residence Life through your programs and interactions with OWL-Cs/OWLs (Community, Inclusion, Learning, Wellness).
* Have fun with your OWL-Cs/OWLs, but always serve them from a position of a role model.  Remember: Your OWL-Cs/OWLs are your peers, but it is important to set an appropriate example for them.
* ALWAYS maintain your sense of integrity and professionalism.  If you lose this element to your character, you will lose your ability to form meaningful relationships with your OWL-Cs/OWLs.
* Follow up on areas of concern and confront inappropriate behaviors of OWL-Cs/OWLs. Be sure to consult and follow up with OWL Leadership.
* Be aware of campus resources, so that you can serve your OWL-Cs/OWLs effectively! If you are unsure of how to assist an OWL-C/OWL, consult with OWL Leadership – we will likely have an answer.
* Be aware of residence hall policies and encourage your OWL-Cs/OWLs to be aware of these as well.

**Community Building**

* Be a leader to the OWL-Cs as the OWL-Cs are expected to be to the OWLs.
* Be there to support OWL-Cs and OWLs.  Go the extra mile to help them succeed.  Care about them as more than just OWL-Cs/OWLs, but as whole people. However, remember that you cannot fix every problem your OWL-Cs/OWLs will confront.
* Be supportive of your fellow Area Coordinators. Do not gossip or undermine each other.
* Work to develop a community that is respectful of its members.
* Be aware of the culture, current issues, and needs of OWL-Cs/OWLs. Knowing such information will enable you to build relationships with OWL-Cs/OWLs in a way that benefits their experience here at Ohio State.
* Make sure OWL-Cs/OWLs know who you are! Ensure they feel comfortable approaching you with any questions and concerns.

**Miscellaneous**

* Do not use your cell phone/technology during any session or meeting, unless it’s regarding OWL communication.
* Stay engaged! If you are engaged in what we’re doing, the OWLs/OWL-Cs are more likely to listen and be engaged
* Be early to sessions.  5 minutes before is on time; on time is late; and late is unacceptable.
* Watch every recorded video and stay engaged with the content. Log in 5 minutes before live sessions start. If facilitating a session, log in 10 minutes before it starts.
* Please let OWL Leadership know of any accommodations you may need.
* Do not wear clothing that has inappropriate or has offensive messages on them.
* Do not wear any other university apparel other than Ohio State apparel.
* Do not use any words or phrases that are offensive.
* HAVE FUN!!!