JOB DESCRIPTION

Position Title: Graduate Assistant, Assistant Area Coordinator
Office: Residential Life and Housing
Reports to: Area Coordinator

Primary Purpose:
The Assistant Area Coordinator (AAC) position within the Office of Residential Life is a 25-30 hour a week position intended for a graduate student. The AAC’s primary responsibility is supervision of the community development of a residential area housing approximately 180-525 residents; assisting with the supervision a staff of 5-16 Resident Advisors and assisting in the implementation of goals and objectives set forth by the Office of Residential Life.

Primary Responsibilities:

COMMUNITY DEVELOPMENT
- Encourage, assist, and advise Resident Advisors in the development of their community development, including active and passive programming and the CARE model
- Work cooperatively with the Area Coordinator to ensure community development which promotes a sense of residential belonging.
- Provide leadership to staff and students in the development of a community environment. (Floor community, hall community, and connection to the campus community).
- Supports and acts as a resource to the Resident Student Association.
- Ensures that the needs of residents, including those of minorities and special interest groups are assessed and that programs are initiated to meet those needs.
- Maintain a high level of visibility by making every effort to get to know residents in the area and attending resident and staff activities.
- Ensures that community development records are maintained including hall assessments, resources, expenses, participation, etc for future use by staff and student leaders.
- Assists the Area Coordinator with development and implementation of a student and staff recognition program.
- Oversees the student mentor program for the area.
- Each AAC is given additional duties such as tracking program attendance or maintaining the monthly on-line programming documentation.

STAFF SUPERVISION
- Assists with the supervision of Resident Advisors under the Area Coordinator.
- Supervise front office staff including Front Office Assistants and Supervisors
- Oversee hall front office staffing including scheduling, leading staff meetings, administrative paperwork and staff development
- Collaborate with the Associate Director of Housing in the selection, training and evaluation of front office staff
- Provides support, resources and direction to staff.
- Maintains meaningful and consistent contact with each staff member.
• Share your perception of each individual Resident Advisor and of his/her work by offering positive feedback and constructive criticism when appropriate.

EDUCATIONAL DISCIPLINE
• Encourage self-discipline, self-government, and respect for individual rights among residents; encourage individual assertiveness.
• Clearly communicates Residential Life policy to staff and residents.
• When necessary, assists RAs in confronting residents who violate policies.
• Conducts disciplinary hearings and applies sanctions when such action is appropriate.
• Refers cases to the Area Coordinator, Associate Director of Residential Life or Director of Residential Life and Housing when necessary.

STAFF TRAINING
• Assists Area Coordinator and Graduate Assistant for Training and Development with area staff orientation and training for August and January, serving as a training facilitator when needed.
• Assists with department-wide Residential Life in-service training for staff throughout the year.
• Attends Senior Staff in-service training sessions.

DEPARTMENTAL COMMUNICATION AND DECISION-MAKING
• Participates in regular meetings with the Area Coordinator and occasional meetings with the Associate Director for Residential Life, the Director of Residential Life and Housing and other residential life and housing and student affairs staff members.
• Assists the Area Coordinator with facilitating weekly area staff meetings.
• Attends bi-weekly Senior staff meetings.
• Serves on and chairs Residential Life committees assigned by the Associate Directors and Director of Residential Life and Housing.

ADMINISTRATION
• Assists the Area Coordinator with the administrative functions in their area, including preparation of weekly reports, key inventories and timely completion of forms and correspondence.
• Assists with check-in, check-out of all residents and coordinates/cooperates with the Associate Director of Housing and Director of Residential Life and Housing on all tasks related to the assignment of rooms.

STAFF SELECTION
• Participates in all phases of the Residential Life selection processes including leading a selection team.
• Makes recommendations for staff assignments to the different areas.

COUNSELING
• Provides developmental and crisis counseling as well as other support services to residents as needed.
• Maintains current knowledge of campus and community services and resources.
• Makes referrals when appropriate.
Additional Responsibilities:

- Weekend and evening duties.
- Emergency response.
- Maintains a high level of visibility by making every effort to get to know residents in the area and attending resident and staff activities.
- Is available in the area to attend to informal and unscheduled responsibilities.
- Assumes Residential Life “On-Duty” responsibilities with other staff such that someone is on duty every week.
- Works with summer conferences and summer school programs.
- Performs other duties as assigned by the Office of Residential Life.
- Establishes and maintains operational relationships with University departments.
- Researches specific topics upon request of the Director and/or Associate Director of Residential Life.

Supervision:

Supervision will take place in weekly meetings with the Area Coordinator and occasional meetings with the Assistant Director of Residential Life and Director of Residential Life. He/she will attend the weekly Residential Life senior staff meeting as well as meet as needed with the Area Coordinator, Director Staff, and Dean of Student Affairs Staff.

Ongoing Training:

The GA would seek out ongoing training opportunities such as conferences and seminars to learn how to further the position at Nova Southeastern University and to provide personal and professional development.

Qualifications:

The abilities and qualities that are essential to this position are:

1. Should be a full-time (per terms of program) graduate student enrolled in Nova Southeastern University.
2. Be able to work effectively with University students and staff in a residence hall environment.
3. Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.
4. Preference is given to candidates who have residence hall experience and/or the desire to work within Student Affairs and/or a higher education setting.
5. Due to the extensive position responsibilities, no other job can be held concurrent with the GA appointment.
6. Must be available to live on-campus and eat in the university dining hall.
7. Reappointment is based on exemplary performance.