

Nova Southeastern University

Position Title: Graduate Assistant, Assistant Area Coordinator

Center/Department: Residential Life and Housing

Reports To: Area Coordinator

Primary Purpose:

The Assistant Area Coordinator (AAC) position within the Office of Residential Life is a half-time position intended for a graduate student. The AAC's primary responsibility is the programming and community building of a residential area housing approximately 180-525 residents; supervising a staff of 5-16 Resident Advisors and assisting in the implementation of objectives set forth by the Office of Residential Life.

Primary Responsibilities:

PROGRAMMING

- Coordinates the educational and social, passive and educational programming and community building efforts of the area ensuring varied programming in the areas of educational, cultural, physical, emotional, social, occupational, recreational development and community service activities.
- 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.
- Ensures that program records are maintained including hall assessments, resources, expenses, participation, etc for future use by staff and student leaders.
- Coordinates one AAC run program per semester.

POLICY ENFORCER

- 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, Assistant Director of Residential Life or Director of Residential Life when necessary.

STAFF SUPERVISION

- Assists with supervision the Resident Advisors under the Area Coordinator.
- Provides support, resources and direction to staff.
- Maintains frequent contact with each staff member.

STAFF TRAINING

- Assists Area Coordinator and Training and Development Coordinator with area staff orientation and training for August and January, serving as a training facilitator and teacher when needed.
- Assists Training and Development Coordinator 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 Assistant Director for Residential Life, the Director of Residential Life and the Director of Housing.
- Assists the Area Coordinator with facilitating weekly area staff meetings.
- Attends weekly Senior staff meetings.
- Serves on Residential Life committees assigned by the Director of Residential Life.

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 Assistant Director of Housing and Director of Housing on all tasks related to the assignment of rooms.

STAFF SELECTION

- Participates in all phases of the Residential Life selection processes.
- 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.
- Maintains 10 office hours per week.
- 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 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.

Remuneration:

The Area Director Graduate Assistant is a 12-month graduate student position requiring 25-30 hours per week. The GA will be compensated with a GA1 package that includes \$8,000 per year towards tuition costs and an annual stipend of \$8,000 (\$615.40/month paid bi-weekly; \$307.70 before taxes for 26 pay periods). Also provided is a furnished one-bedroom apartment in the residence halls including local phone service, cable TV and a \$2,000 meal plan for the year (\$800 for Fall term, \$800 for Winter term, \$200 for Summer term).