



Graduate Assistant Job Description

Job Title: Assistant Area Coordinator (Lower Campus)

Department: Housing and Residence Life

Reports to: Area Coordinator (Lower Campus)

Summary:

This position is a live-in position and is responsible for supporting the efforts and initiatives of the Department, by supporting the residents in the upper portion of the residential campus by directly supervising 1 Senior Resident Assistant and supporting the supervision of the 17 Resident Assistants in Upper Campus. This position co-manages 4 residential buildings, and aides in the growth and development of residents through intentional interactions. The Assistant Area Coordinator supports the University's Strategic Plan through Strategic Priority #1 specifically that the professional staff who supervise the paraprofessional staff truly enhance the vibrancy of campus life through the relationships developed and events planned as well as through the development of a safe, inclusive, and welcoming environment in the residence halls.

Essential Functions:

Major Tasks and Responsibilities

- Co-manage operations of Residence Hall Facility including budget, maintenance issues, safety and security processes, hall opening and closing, key management and student staff co-supervision.
- Directly support the academic success and personal development of students through personal interactions, academic support, crisis, and conflict management. Focusing on engagement of underrepresented groups and identities on campus.
- Develop supervision and development plan to educate paraprofessionals based on competency acquisition through supervision, training, and evaluation of the Senior Resident Assistant.
- Intervene with students on behalf of the institution when students present risks to their retention or persistence. Refer students to campus resources as needed.
- Supports the residential curriculum by participating in the development and execution of inclusive building and campus-wide programs to advance the department's learning goals of academic success, social integration, cultural humility, and personal and community well-being.
- Co-lead large scale departmental programming such as Bellaroo and Hall o Treats.
- Facilitate the social media presence of the department.
- Serve in the on-call rotation.
- Other duties as assigned.

Required Qualifications:

- Bachelor’s degree in any field.
- Must commit to the entire academic year
- Excellent interpersonal skills and communication skills; both written and oral.
- Crisis management skills
- Ability to work with diverse constituencies
- Able to start training August 1.

Must be a regularly admitted graduate student in good academic standing in their program and school. They must maintain active status throughout the duration of the graduate assistantship. Must be able to regularly work between 10 and 13 hours a week including occasional on-call responsibilities.

Education, Knowledge, Skills, Abilities:

- Social media content development and account management
- Program development and facilitation

Preferred Qualifications:

Previous experience working with a Housing and Residence Life program.

Supervisor Responsibility (if applicable):

The Assistant Area Coordinator will directly supervise 1 Senior Resident Assistant and will provide support to 17 Resident Assistants.

Work location:

This position is in-person and a live-in required position. Assistant Area Coordinators will share a furnished apartment located on campus. Office responsibilities in the Housing and Residence Life Office in Petrik and community responsibilities in Siena Primo Hall.

Note:

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor.

Human Resources Use:

FLSA:	Job Group:
CUPA Code:	Grade:

Date approved:
Approved by:

Last revised:
Revised by: