We are looking for graduate students for the role of Assistant Coordinator for Apartments. This position with the Department of Campus Residences provides a unique opportunity to assist in the development of students outside of the classroom. The Assistant Coordinators for Apartment living have a significant role in the development and success of a happy and healthy living environment. The Assistant Coordinators for Apartment Living work collaboratively with professional staff in the development of student staff (Resident Assistants and Office Assistants), participate in department and University functions and contribute to the creation of an on-campus living environment conducive to student success. Campus Residences is an exciting, fast-paced environment; ideal candidates must be flexible, team-oriented, and passionate about student development.

**Responsibilities:**

**Staff Supervision**

- Assist the Residence Hall Director with the supervision and training of Resident Assistants (RAs) in the areas of programming, functional assignments, spirit and pride, and campus culture
- Participate in weekly area staff and department meetings
- Participate in RA training in the winter and summer intersessions
- Act in the place of the Residence Hall Director in their absence
- Oversee Office Assistants (OAs) in the absence of professional staff members

**Facilities, Housing Management, and Area Office Administration**

- Follow up with student concerns regarding facilities issues and maintenance requests
- Act as a liaison to ensure services are delivered in a timely fashion
- Assist with ensuring residential spaces are prepared for new students and conduct damage billing assessments under the advisement of the Residence Hall Director
- Educate residents regarding policies that exist at Stony Brook University and how to help them prevent issues in the future
- Assist in occupancy and key management
Residential Education
Chapin Apartments Assistant Coordinator

- Coordinate office coverage during check-in and check-out periods
- Conduct health and safety inspections of residential student spaces

Crisis Management
- Serves as an Administrator On Call to respond to crisis within the residential communities, during the evening/weekend(s) throughout the academic year
- Serves as resource/referral agent for campus and community resources such as the Counseling and Psychological Services, Student Health Center, University Police, Financial Aid, etc.
- Coordinate monthly Resident Assistant duty calendar

Community Engagement
- Assist with developing and implementing community engagement strategies geared toward upper-class and graduate students
- Advising for Apartment Area Community Councils (Chapin Apartments Resident Association)
- Participate in summer and/or winter training sessions and ongoing professional development

Other
- Serves as a conduct hearing officer under the advisement of a Residence Hall Director
- Participate on a departmental committee and completes any assigned tasks as per the chair/advisor
- Assist with area office administrative processes, policies, and procedures

Qualifications:

Applicants must be currently enrolled in a graduate program at Stony Brook University. Ideal candidates for this position are enrolled in the Higher Education Administration program;
are organized, adaptable, resourceful, and creative; have excellent verbal and written communication skills; demonstrate effective public speaking skills; can work independently and as a team member; and have strong critical thinking and decision-making skills.