Position Description:
Graduate employment with the Department of Campus Residences provides a unique opportunity for one to be able to assist in the development of students outside of the classroom. The assistant coordinator for first-year living areas serves the diverse residential population by assisting in the implementation of programming within the different styles of residential communities. This Assistant Coordinator aids the student staff population in establishing programs, events, and initiatives for their residential students and encourages collaboration amongst several campus partners.

General Responsibilities:

- **Staff Supervision**
  - Assists the Residence Hall Director with the supervision and training of Resident Assistants (RAs) in the areas of programming, functional assignments, spirit and pride, campus culture
  - Participate in weekly area staff and department meetings
  - Participate in summer/winter training sessions

- **Facilities & Housing Management**
  - Follow up with student concerns regarding maintenance work requested
  - Act as a liaison to ensure services are delivered in a timely fashion
  - Assist with ensuring spaces are prepared for new students through conducting 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 with area office administrative processes, policies, and procedures**
  - Working collaboratively with the Area Office manager to assist in daily functions of the area they are assigned to
  - Assist in the management of occupancy and keys
  - Assist with the opening/closing of residential community
Residential Education
First-Year Engagement Assistant Coordinator

- Serve on a Crisis Management Response Team
  - 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.
  - Educate residents regarding policies that exist at Stony Brook University and how to help them prevent issues in the future

- Department and Committee Responsibilities
  - Participate on a department committee and complete any assigned tasks as per the chair/advisor
  - Participate in weekly area staff and bi-weekly department meetings
  - Participate in summer and/or winter training sessions and ongoing graduate/professional development

Specialty Area Responsibilities:
- Approving/denying programs via SB engaged for designated communities
- Taking lead on area-wide programming initiatives and collaborative programming with campus partners
- Establishing a major program initiative for first-year communities
- Working on late-night and weekend programming initiatives
- Assisting Residence Hall Directors with programming budget (UGC Budgeting)
- Liaison between professional staff and area council (2-3)

Qualifications:
Applicants must be enrolled in a graduate program at Stony Brook University. Ideal candidates for this position 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 decision-making
skills. Campus Residences is an exciting, fast-paced environment. Candidates must be flexible, team-oriented, and passionate about student development.