Position Description:
Graduate employment with the Department of Campus Residences provides a unique opportunity to assist in the development of students outside of the classroom. The Assistant Coordinator for the Living Learning Community (LLC) works collaboratively with professional staff in the development and implementation of the Social Justice, Civic Engagement, Second Year, Honors, Simons Stem, and the Transfer student living-learning communities. These specialized Living Learning Communities were established as a means to give Stony Brook Undergraduate students the opportunity to live in a community that is conducive to academic success, overall well-being, and encourages the student to dismantle systems of oppression. It is the responsibility of the Assistant Coordinator to help oversee these communities and 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 development. Campus Residences is an exciting, fast-paced environment; ideal candidates must be flexible, team-oriented, and passionate about student development through a social justice lens.

Responsibilities:

Community Engagement

- Develop and implement programming initiatives from a social justice and equity perspective
- Encourage colloquial discourse as a means to promote learning about self and others
- Plan and execute developmental events within the Residential Curriculum domains
- Provide support and encourage involvement for 2YLC, Social Justice, Civic Engagement, and Simons STEM residents in collaboration with campus partners
- Manage day-to-day operations of Instagram social media and Newsletter for the community in collaboration with Resident Assistants
- Assist with the development of large-scale traditions for the LLCs related to Black History Month and Cesar Chavez

Department and Committee Responsibilities

- Participate in weekly area staff and bi-weekly department meetings
• Work collaboratively with full-time professional staff
• Participate on a department committee and complete any assigned tasks as per the chair/advisor
• Participate in summer and/or winter training sessions and ongoing graduate/professional development

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

Supervise Resident Assistants
• Assist with supervision, mentorship, and the development of Resident Assistants
• Participate in RA trainings in the winter and summer intersessions
• Assist with RA recruitment and selection in collaboration with the Residential Education team

Student Advisement & Support
• Meet individually with students to help them build a connection with the community
• Co-Advise community council(s)
• Assist with at-risk student outreach
• Assist with transfer student initiatives

Qualifications:
Applicants must be enrolled in a graduate program at Stony Brook University. Ideal candidates for this position are enrolled in the Higher Education Administration program and 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; have strong decision-making skills.