Residential Education Assistant Coordinator Program:
This is a unique program for graduate students at Stony Brook University, that provides them the opportunity to develop and apply their experiences and knowledge from both inside and outside the classroom to the Residential Community. Furthermore, it will provide them with the opportunity to enhance their leadership skills, network, career development, and more. The Assistant Coordinators within our program work collaboratively with the professional staff in the development of student staff, 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.

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; and have strong decision-making skills.

Hours:
25-29 hours/week (each role has specified hours)
- 15 – 19 paid hours per week
- 10 hours toward housing

Work hours fall within the following hours:
M-F during regular business hours with required Weekend & Evening responsibilities due to the nature of this position (pre-determined dates & times)
Mondays 2:00 -5:00 pm & Wednesdays 1:00 -5:00 pm are required (mandatory meetings)

- **Student Leadership Assistant Coordinator**
  ○ Monday evenings from 8:00 pm-11:00 pm as well as some weekends (e.g. RHA retreat) and evening hours as determined by the Executive Board for that semester are required as a result of the function of this position

- **Residential Tutoring Center Assistant Coordinator**
  ○ 12 hours are Monday-Thursday 8 pm-11 pm (flexible with your class times)

Remuneration:
- $18.00/hour (15–19 hours)
- A studio or one-bedroom apartment located on the campus
- Campus meal plan during the fall and spring semesters
Campus Residences
Residential Education: Assistant Coordinator Program

Residential Education Assistant Coordinator Program Roles Job Descriptions:

● Student Leadership Assistant Coordinator
● Student Staff Training, and Development Assistant Coordinator
● First-Year Engagement Assistant Coordinator
● Residential Tutoring Center Assistant Coordinator
● Living Learning Community Assistant Coordinator
● Chapin Apartments Assistant Coordinator
● Schomburg West Apartments Assistant Coordinator (4)

Recruitment:

● Application
  ○ We are accepting applications for our open positions listed below via Handshake. Search the title of the role in Handshake, fill out the necessary information, and submit the following documents:
    ● Proof in Graduate Program at Stony Brook University
    ● Cover Letter
    ● Resume
    ● References

● Timeline
  ○ Application goes live via Handshake on **Feb 24, 2023**
  ○ Application closes March 31 at 11:59 pm
  ○ Start Date:
    ■ **Jul 13, 2023**
    ■ Chapin & Schomburg West Apartments Assistant Coordinators
    ■ **Jul 6, 2023**

● Openings in 2023-2024
  ○ Student Leadership Assistant Coordinator
  ○ Student Staff Training, and Development Assistant Coordinator
  ○ First-Year Engagement Assistant Coordinator
  ○ Residential Tutoring Center Assistant Coordinator
  ○ Living Learning Community Assistant Coordinator
  ○ Chapin Apartments Assistant Coordinator
  ○ Schomburg West Apartments Assistant Coordinator (1)

If you have any questions, please connect with our Academic Initiatives and Community Engagement Leadership Team via email at CampResGradInfo@stonybrook.edu.