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 Apartments work collaboratively with professional staff in the development of student staff (Resident 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 (RHD) with the supervision and evaluation of Resident Assistants (RAs)
- Assist in the facilitation of RA staff meetings
- Participate in RA trainings in the winter and summer intersessions
- Act in the place of the RHD in their absence

**Community Engagement**

- Assist with developing and implementing community engagement strategies geared toward upper-division and graduate students
- Supports small and large-scale programming throughout the community.
- Coordinate an aspect of community engagement for the area (Examples could include: marketing, space usage, and reservations, advising of West Apartments Resident Association, and health & safety inspections)

**Student Conduct & Crisis Management**
Serves on a 24-hour Administrator On Call duty rotation for approximately 2500 students, responding to and handling crisis situations after normal business hours (evening/weekend)

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.

Serves as hearing officer for student conduct cases and adjudicates cases under advisement of RHD

Educate residents regarding policies that exist at Stony Brook University and how to help them prevent issues in the future

Facilities, Housing Management, and Area Office Administration

Assist with Area Office operations which could include answering phone calls, responding to Area Office emails, and addressing walk-in student questions

Follow up with student concerns regarding facilities issues and maintenance requests

Assist with apartment opening, closing and summer transition

Conduct damage billing assessments under the advisement of RHD

Conducts monthly Health and Safety inspections of student spaces, ensuring compliance with the Terms of Occupancy and Code of Student Responsibility.

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

Qualifications:
Residents 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.