

# Residential Education

## First-Year Engagement Assistant Coordinator



Stony Brook  
University

Campus Residences

### **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.

### **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

#### Administrative Procedures

- 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

## Crisis Management Response

- 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

## Community Standards

- Enforce student code of conduct and address possible violations of the Terms of Occupancy & Code of Student Responsibility
- Encourage colloquial discourse as a means to promote learning
- Adjudicate low level conduct cases

## 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
- In the event that there is a RHD vacancy on campus, the AC will assist with oversight of the building and staff
- Other duties as assigned

## Community Engagement and 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
- Plan and execute developmental events within the Residential Curriculum domains
- 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)
- Management of brightspace, google classroom, SB Engaged, or other applicable online learning platforms associated with the residential experience

**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