

# Residential Education

## Assistant Coordinator for Apartments



Stony Brook  
University

Campus Residences

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 Apartments 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 and Office 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, training, and evaluation of Resident Assistants (RAs)
- Participate in weekly area staff meetings
- 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
- Oversee Office Assistants (OAs) in the absence of professional staff members
- Assist with Area Office administrative processes, policies, and procedures

#### Community Engagement

- Assist with developing and implementing community engagement strategies geared toward upper-division and graduate students
- Support small and large-scale programming throughout the community
- Advise an Apartment Area Community Council (West Apartments Resident Association/Schomburg Apartments Resident Association/Chapin Apartments Resident Association)
- Coordinate an aspect of community engagement for the area (Examples could include: marketing, space usage and reservations, RA duty calendar management, and health & safety inspections)

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### Student Conduct & Crisis Management

- Serve as an Administrator On Call on a 24-hour duty rotation for approximately 2500 students, responding to and handling crisis situations after normal business hours (evenings/weekends) throughout the academic year
- Serve as a resource/referral agent for campus and community resources such as the Counseling and Psychological Services, Student Health Center, University Police, Financial Aid, etc.
- Serve as a hearing officer for student conduct cases and adjudicates cases under the advisement of an 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 key management, answering phone calls, responding to Area Office emails, and addressing walk-in student questions/concerns
- Follow up with student concerns regarding facilities issues and maintenance requests
- Assist with ensuring residential spaces are prepared for incoming residents, and conduct damage billing assessments under the advisement of the RHD
- Assist with apartment opening, closing, summer transition, and other assorted check-in and check-out periods
- 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 bi-weekly department and committee meetings
- Participate in weekly supervision meetings with a professional staff member
- Participate in summer and/or winter training sessions and ongoing graduate/professional development

### Qualifications:

Applicants 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, or a related 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.