

Assistant Area Coordinator

Housing and Residence Life Division of Student Development

Position Summary

The Assistant Area Coordinator (AAC) is a graduate assistant position in the Housing and Residence Life (HRL) Office. There are six positions in the department: One for Bellarmine Hall; two for Champion Hall; one for Murphy Apartments & Chardin Hall; one for Xavier Global House, Yobi Apartments, and Vi Hilbert; and one in the central office. AACs are required to live in a provided on-campus apartment and participate in an on-call duty rotation. Each specific AAC position will have slightly different responsibilities given the needs and staffing structure in the community.

The AAC assists with the operations and community development in the building/area they are working in. AACs will also assist with departmental processes including hall opening, closing, and recruitment, selection, and training of student staff (Resident Assistants and Desk Staff). The AAC may also do a variety of the following tasks (but not limited to): supervision of Resident Assistants (RAs), adjudication of conduct cases, advising of Hall Council, crisis management, and participating in 24/7 on-call rotation.

The AAC reports directly to an Area Coordinator (AC) or an Assistant Director. Indirect supervision is provided by the Housing and Residence Life Lead team (Director, Associate, and Assistant Directors of HRL).

Anticipated Learning Opportunities

Each Assistant Area Coordinator position is designed to provide an experience for graduate students to develop skills and competencies in translating theory to practice, teaching and training, administration and management, multicultural awareness, helping and interpersonal skills, assessment and evaluation, and ethical and legal experience. Specifically, the AAC will have the opportunity to cultivate skills around student staff supervision (inclusive of hiring, training, and assessment), student leadership advising, conduct administration, crisis management, and development as a professional.

Essential Responsibilities

Student Staff Supervision/Student Leadership (40%)

- Assist with recruitment, selection, training, supervision, and evaluation of Resident Assistants (RA).
- Assist with development of building/area RA staff expectations, goals, and objectives.
- Assist with RA staff development activities through in-services, departmental committees, and building staff meetings.
- Assist with recruitment, selection, training, and evaluation of Desk Staff.
- Serve as primary adviser to building/area Hall Council.
- Support RAs and Hall Council in community development and programming efforts.
- Meet regularly with RA staff they supervise and student leaders they advise.

- Assist with the coordination and implementation of the building/area community development plan.
- Support Theme/Learning Community efforts and programming.

Departmental Responsibilities (25%)

- Attend the professional staff orientation and training that includes Senior Team Fall Training, and in-service training programs throughout the year.
- Attend weekly Housing and Residence Life department meetings and building staff meetings.
- Work outside of standard business hours as needed for building staff meetings and departmental processes.
- Assist with resident communication.
- Participate in the Division of Student Development in-services, programs, and initiatives.
- Assist in professional staff recruitment and selection processes.
- Participate in departmental committees.
- Other duties as assigned by the ACs or the Lead Team for HRL.

Conduct Administration & Crisis Management (25%)

- Serve in Senior Team On-Duty rotation (ACs and AACs) to support to RAs on call and provide HRL professional staff on-campus response for emergencies and crises in non-business hours.
- Assist AC in upholding the Student Code of Conduct and residence hall policies.
- Serve as a Conduct Administrator to adjudicate conduct cases.
- Assist AC in following up with distressed students.
- Assist AC in administering roommate agreements and mediating conflicts.

Building Operations (10%)

- Assist building AC with the daily operations and community development of a residential community.
- Assist with residence hall opening and closing preparations.
- Assist with occupancy management, room changes, and roommate mediation.
- Serve as a liaison to building custodial and maintenance.
- Work with RHA Executive Council Advisor to track Hall Council budget.
- Meet with the building AC and building leadership team (as needed) which may consist of residential ministers, Jesuits in Residence, hall maintenance and custodial staff.

These responsibilities may be adjusted as needed in response to specific needs of the building/area assigned.

Anticipated Work Schedule

The AAC and will work an average of 20 hours per week, typically during standard business hours. During a designated times of the year (e.g., training, opening, closing, on-call weeks) might require more hours and/or work outside of standard business hours. The AAC is expected to attend weekly regular meetings (department meetings, RA evening staff meetings, evening Hall Council meetings); however, each AAC has some flexibility in determining their specific office hours.

Minimum Qualifications and Skills

- Full time graduate student with good academic standing.
- Student leadership experience.
- Good communication, organizational, administrative, and managerial skills.
- Shows initiative, enthusiasm, and programming skills.
- Ability to serve as a positive role model and educator to students.
- Demonstrated commitment to social justice and inclusion.

Preferred Qualifications and Skills

- Graduate student in the Student Development Administration program.
- Experience as an RA or in a residential life leadership role.
- Supervision experience.
- Student group advising experience.
- Conduct administration experience.

Supervisor Contact Information

Tim Albert

Interim Director

Housing and Residence Life

albertt@seattleu.edu

206.296.6305

<https://www.seattleu.edu/housing/>