Assistant Area Coordinator
(7 positions)

Under the supervision of the Assistant Director, the Assistant Area Coordinator (AAC) has responsibility for assisting with administrative tasks and the development of the student staff team. The AAC serves as a member of the Senior Student Staff leadership team and advocates for the needs and concerns of their area staff and residents to the Residence Life staff.

Housing and Residence Life has high expectations for students who serve in student staff positions. It is expected that academic commitments come first. Because of the degree of leadership and responsibility afforded by this role, the AAC position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as an AAC throughout the entire year.

Minimum Qualifications
A minimum cumulative GPA of 2.75 is required. At least one year of experience as a Housing and Residence Life student staff member is required to serve in this position.

Remuneration and Benefits
The AAC is paid $4,000 for the academic year, receives a 75% reduction in their housing room rate, and resides in an on-campus apartment designated by the Housing and Residence Life staff.

Responsibilities
Leadership
1. Responsible for providing support and acting as a resource for 7-12 RAs.
2. Hold bi-weekly one-on-one meetings with assigned RAs.
3. Conduct weekly staff meetings with assigned RAs.
4. Track programming requirements for assigned RAs.
5. Update Assistant Director of RA progress and resident issues in the hall communities.

Administration
1. Hold RA office hours during the week.
2. Complete check-in/check-outs as directed by the Assistant Director.
3. Perform weekly key audit for assigned buildings.
4. Check mailbox daily. Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync, GroupMe, etc.
5. Complete various reports including, but not limited to: weekly reports, hall rosters, incident reports, and room condition reports.
6. Attend regularly scheduled meetings including: weekly one-on-ones with their area supervisor, weekly staff meetings with the Residence Life staff and other Senior Student Staff, and weekly RA meetings.
7. Assist in emergencies, drills and other assigned duties such as end-of-semester closing inspections.
8. Oversee area RA office in conjunction with other AACs and perform other administrative tasks related to the management of the office, including but not limited to the following:
   i. Coordinate RA office schedule.
   ii. Maintain an adequate supply of necessary forms and office materials.
   iii. Keep the RA offices neat and presentable.
9. Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of Housing and Residence Life as well as the Division of Student Life.

Policy Enforcement
1. Explain and support the regulations and policies outlined in *The Helmsman* and respectfully confront behavior or infractions which disrupt the environment.
2. Complete incident reports within 24 hours of any confronted infractions.
3. Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.
4. Serve in duty rotation and respond appropriately to crisis situations.

Staff Selection and Training
1. Assist the Residence Life Staff with the planning and implementation of staff selection, training and retreats. Attend spring Staff Mixer.
2. Lead sessions during SSM training as requested by the Residence Life Team.

Terms of Employment
1. Term of employment is July 30, 2016-May 8, 2017. This is a full year commitment.
2. Return to campus early each semester to participate in training and assist with opening duties. May have to return early or stay late for breaks. Stay after halls close to assist with closing duties.
3. Rehire for another term of employment is based on past work performance and meeting job qualifications and responsibilities.
4. Will not student teach, study abroad, hold assistantships or accept any major elected or appointed office during term of employment.