



SEATTLE UNIVERSITY

Assistant Area Coordinator (AAC)

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 Campion Hall, two for Murphy Apartments, Douglas & Chardin Hall, and one for Xavier Global House, Yobi Apartments, and Vi Hilbert. 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 of 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 duty rotation.

The AAC reports directly to an Area Coordinator (AC). Indirect supervision is provided by the Housing and Residence Life Lead team (Director, Associates, 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%)

1. Assist with recruitment, selection, training, supervision, and evaluation of 4-6 Resident Assistants (RA).
2. Assist with development of residential building/area RA staff expectations, goals, and objectives.
3. Assist with Resident Assistant (RA) staff development activities through in-services, departmental committees, and building staff meetings.
4. Assist with the recruitment and selection of Desk Staff.
5. Serve as primary advisor to building/area Hall Council.
6. Support RAs and Hall Council in community development and programming efforts.
7. Meet regularly with RA staff they supervise and student leaders they advise.
8. Assist with the coordination and implementation of the building/area community development plan.
9. Support the development, implementation, and assessment of the Redhawk Residential Experience.

Departmental Responsibilities (25%)

1. Attend the professional staff orientation and training that includes Senior Team Fall Training, Graduate Assistantship Training, and in-service training programs throughout the year.
2. Attend weekly Housing and Residence Life department meetings and building staff meetings.
3. Work outside of standard business hours as needed for building staff meetings and departmental processes such as but not limited to Opening, Closing, RA Information Sessions, community development and programming efforts.
4. Participate in the Division of Student Development in-services, programs and initiatives.
5. Assist in various professional and paraprofessional staff recruitment and selection processes.
6. Participate in departmental committees.
7. Other duties as assigned by the ACs or the Lead Team for HRL.

Conduct Administration, Crisis Management, & CARE(25%)

1. Serve in the Senior Team On-Duty rotation (ACs and AACs) to support RAs on call and provide HRL professional staff on-campus response for emergencies and crises during non-business hours (including but not limited to holidays, weekends, and university breaks).
2. Assist AC in upholding the Student Code of Conduct and residence hall policies.
3. Serve as a Conduct Administrator to adjudicate conduct cases.
4. Assist AC in following up with distressed students through in-person conversations or email as necessary.
5. Assist AC in administering roommate agreements and mediating conflicts.

Building Operations (10%)

1. Assist building AC with the daily operations and community development of a residential community.
2. Assist with various processes related to student health and safety including room checks
3. Assist with residence hall opening and closing preparations
4. Work with RHA Executive Council Advisor to track Hall Council budget.
5. 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. Some times of the year (e.g., training, opening, closing, on-duty weeks) might require more hours and/or work outside of standard business hours. The housing and meal plan stipend covers the additional hours during Fall training and the on-call and emergency response responsibilities. 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 within the departmental structure.

AACs are not expected to work during University break periods (i.e. Thanksgiving, Winter, Spring) and have the option to be scheduled for on-duty responsibilities during these times. AACs are asked to stay each quarter 24 hours after the RAs are released.

The AAC will be paid tether pay when on-duty, but not actively responding to incidents. The AAC will be paid their regular wage when performing normal job functions or responding to incidents while on-

duty.

COMPENSATION

- **Hourly Pay:** \$21.67/hour, not to exceed \$16,036/academic year.
- **Cell Phone Allowance:** \$651/year, paid in one installment in Fall Quarter.
- **Tether Pay:** \$4.00/hour while on-duty
- **Room & Board:** The AAC is provided a furnished on-campus apartment and a meal plan throughout the duration of their employment

MINIMUM QUALIFICATIONS AND SKILLS

- Admitted or current full-time graduate student with good academic standing.
- Student leadership experience.
- 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.