

The Position of Assistant Area Coordinator

Purpose for the Position:

The Assistant Area Coordinator (AAC) provides administrative support and assistance for the Area Coordinator (AC) of the assigned residential living area on the campus. They are the senior student leader on the area's residence life staff.

Essential Responsibilities:

1. Assume full responsibility for non-emergency circumstances (where there is not need to call 911) in the living area when the AC is absent.
2. Meet with AC prior to the beginning of the academic year to establish specific hall responsibilities.
3. Meet weekly with the AC, for the purpose of receiving direction, advice, and instructions for administrative tasks.
4. Meet weekly with the other AACs.
5. Assume On-Duty responsibilities as determined by Residence Life staff. This would not be RA Duty; this would be duty coverage for the entire campus.
6. Participate in staff selection of both RAs and subsequent AACs as assigned by the ACs (may include marketing, individual interviews, and group interviews).
7. Coordinate all work requests and handle initial correspondence with Physical Plant staff.
8. Plan and implement community building and educational programming for the living area(s).
9. Participate in the planning and facilitation of the area's Spring RA Retreat.
10. Create and publicize area RA Duty Schedule.
11. Assist ACs with planning and implementing Residence Life August Training.
12. Assist AC with check-in and check-out procedures.
13. Assist AC with responding to minor infractions of community expectations (i.e., visitation violations).
14. Monthly walk-through of area to gather physical concerns.
15. Participate in all staff building events and activities.
16. Assist the AC in all opening and closing of living areas (fall semester opening, Christmas closing and opening, Spring Break closing and opening, and spring semester closing).
17. Current CPR certification required prior to Fall 2012.
18. Other duties as assigned by AC.

Associated Duties:

1. Register for and participate in Walkabout (CHMN 435).
2. Register for and participate in Residence Life Seminar (LEAD 435) during the fall semester.
3. The Fall Semester Leadership Seminar (LEAD 490) is also encouraged (but not required) to be taken. Spring Leadership Seminar can be substituted for the fall semester if you have a course conflict in the fall (potential of 1 credit hour per semester).
4. Residence Life Christmas party and end of the year gatherings.

Minimum Requirements/Qualifications:

1. 1 year experience as a Resident Assistant.
2. An academic GPA of 2.75 or above.