

## **The Position of Assistant Area Coordinator**

### **Purpose of the Position:**

The Assistant Area Coordinator provides support and assistance for the Area Coordinator of the assigned residential living area on the campus. They are the senior student leader on the area's residence life staff. This is a highly relational position, but it also requires a proficiency in administrative responsibilities as well.

### **Essential Responsibilities:**

- Meet with AC prior to the beginning of the academic year to cast vision for the area and establish expectations for the year.
- Meet weekly with the AC for the purpose of receiving direction, advice, and instructions for administrative tasks.
- Meet weekly with the other AACs.
- Schedule meetings with RAs for counsel and support as instructed by the AC.
- Assume full responsibility for non-emergency circumstances (where there is not need to call 911) in the living area when the AC is absent.
- Assume campus-wide Duty responsibilities on as determined by Residence Life staff.
- Participate in the Group Interview selection process for RAs as assigned by the ACs
- Plan and implement community-building programming for the living area(s).
- Participate in the planning and facilitation of the area's fall and spring RA Retreat.
- Create and publicize area RA Duty Schedule.
- Assist ACs with planning and implementing Residence Life August Training.
- Assist AC with check-in and check-out procedures.
- Monthly walk-through of area to gather physical concerns.
- Participate in all staff building events and activities.
- 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).
- Other duties as assigned by AC.

### **Associated Duties:**

- Register for LEAD class.
- Plan Residence Life Christmas party and end of the year gatherings.
- AACs are encouraged to register for and participate in Residence Life Seminar (LEAD 435) during the fall semester.

### **Minimum Requirements/Qualifications:**

1. 1 year experience as a Resident Assistant
2. Maintain Satisfactory Academic Progress  
(See: <https://www.georgefox.edu/offices/financial-aid/satisfactory-academic-progress.html>)