

STONY BROOK UNIVERSITY
DIVISION OF CAMPUS RESIDENCES
DEPARTMENT OF RESIDENTIAL PROGRAMS

QUAD ASSISTANT/ASSISTANT COORDINATOR

Overview of Position Responsibilities

The Quad Assistant/Assistant Coordinator position reports to a senior staff member, and works in support of one of the 16 primary functions of the Department of Residential Programs. The QA/AC has a significant role working in collaboration with professional staff in the development of student staff (Resident Assistants and Office Assistants), participating in department and University functions, and contributing to the overall progress in establishing a campus environment conducive to student success. The person in this position will provide administrative support to the senior staff and establish non-supervisory functional relationships with quad/central office personnel, maintenance and custodial supervisors, and residence hall directors.

The QA/AC will assist with the successful operations of their respective Quad Offices, working 20 hours per week (primarily 9:00am – 5:00pm or otherwise needed by the supervisor). This twelve-month position contract begins June 1st, 2012 to May 31st, 2013. The position requires full-time enrollment in a graduate program at Stony Brook University. Every applicant must meet our graduate GPA requirement of 3.0, and be in good judicial standing.

As compensation, QA/ACs will receive a bed-waiver for a one-bedroom apartment or premium suite equipped with a refrigerator and microwave or stove. The QA/AC will also receive a stipend of \$75 per week, if the room assignment is a single room in a shared apartment. QA/ACs will also receive \$300 per semester on their meal card and \$250 stipend of Campus Cash account per semester if they live in a premium suite. Vacation days are allotted between the December 25th – January 1st holiday week and Spring Break.

Along with contributing to the successful daily operations of their Quad Office, Quad Assistants/Assistant Coordinators will work in support of the functions and responsibilities of various departmental committees or Residential Programs areas. Expectations for each committee involve attending regularly scheduled meetings with the committee or supervisor to discuss ongoing initiatives within each of the focuses. These focus areas include the following:

Quad Assistants:

Civic Engagement and Service

- Assist with coordinating service-based and philanthropic initiatives in the residence halls, educational and service opportunities for students, and support the committee chair's role as liaison to campus committees and collaboration with relevant campus agencies and individuals.

Chapin/West Apartments (2 positions, 1 each)

- Assist with the leadership of the Chapin or West Apartments community in providing administrative support to the RHD and Quad Director including the management of daily operations of the respective Quad Office as needed. Hours of responsibility are from 9:00am-5:00pm (20 hours total, but several hours could be after 5pm).

Leadership

- Contribute to the design and implementation of initiatives that promote development for various student leaders including (but not limited to) Resident Assistants, Hall Councils, Undergraduate Student Government, RHA, NRHH, and RA Council.

Major Programs

- Contribute to the provision of opportunities for student involvement in collaboration with a committee and student organizations to provide a vibrant campus life atmosphere, enhance current campus activities and traditions, and continue the progression of future successful initiatives.

Pro Staff

- Assist in the coordination of professional staff development plans for QOSMs and RHDs including conference planning recognition, and involvement in the Professional Staff Recruitment Committee.

Research and Assessment

- Co-coordinate the student affairs divisional assessment requirements such as the maintenance of blackboard organizations, conducting focus groups, and the organization of data analysis to achieve student employee learning outcomes for the division.

Student Staff

- Collaborate with a committee to manage the recruitment, interviewing, selection, and placement process for Resident Assistants, Office Assistants, Quad Assistants and Assistant Coordinators.

Student Success

- Provide student success strategies and resources for resident students and residence hall staff with the operation of residential tutoring centers, coordinating academic intervention initiatives targeted towards “at risk” students, and assisting in the promotion of the mission of the undergraduate colleges and affiliated academic and programmatic initiatives.

Assistant Coordinators:

Appreciation and Recognition

- Support the central office operations during office hours while maintaining an active membership on the Recognition and Appreciation Committee and providing a leadership role in managing various student volunteer programs. Hours of responsibility are primarily from Monday - Friday 9:00am-5:00pm (20 hours total per week) but occasional evening/weekend work is expected for special events.

Chapin Apartments (2 positions)

- Assist with the leadership of the Chapin Apartments community in providing administrative support to the RHD and Quad Office including the management of Health and Safety Inspections judicial procedure management and attending the quad and departmental meetings, training, and events as necessary. Hours of responsibility are from 9:00am-5:00pm (20 hours total, but several hours could be after 5pm).

Community Relations

- Support general operation in the Campus Residences Central Office, developing routine internal and external communications to aggressively market campus housing and programs for both current and prospective residents, coordinate staff guidelines for opening, closing, and breaks, and maintaining a visible presence at major university events in an effort to promote campus living.

Community Standards

- Working in the Community Standards Office and Campus Residences Central Office to assist the Coordinator of Community Standards with maintaining residential judicial files, assist with LEVEL II Hearings, and facilitating various trainings and educational outreach programs.

Conference Housing

- The Assistant Coordinator will report to the Associate director of Residential Programs for Administration and Services / Director of Conference Housing, directing the day to day operations of the Conference Housing Office. S/He will assign work assignments to student staff, monitor progress and provide guidance as needed. The Assistant Coordinator will track Conference Housing requests and produce management reports related to occupancy, billings and facilities preparation. The Assistant Coordinator must possess strong organizational, administrative, supervisory and customer service skills.

NRHH/RHA

- Report directly to the RHA/NRHH Advisor under direct supervision of the Leadership and Service Committee Chairperson in contributing to the development of RHA/NRHH; including advisement to members, support at national and regional conferences and provide feedback regarding all aspects of RHA/NRHH/Hall Councils via the annual report. (Several hours could be after 5pm, 20 hours total).

Residential Tutoring Center

- Develop student success initiatives in the management of 3 Residential Tutoring Centers campus-wide for fall and spring semesters including the recruitment, training, and supervision of 12 tutors and 4 on-site assistants, act as liaison between the Quad Director, tutors and RTC users, and provide direct tutoring as necessary. Hours of responsibility are mostly week nights with occasional weekday meetings (20 hours total).

Application Process

- Complete online application available at: <http://www.studentaffairs.stonybrook.edu/res/jobs.shtml>.
- Completed application packets (including printed application, cover letter, resume, and reference letters) must be delivered to the Mendelsohn Quad Office by Monday, February 6, 2012.
 - Questions should be directed to: campresRAinfo@stonybrook.edu.