ASSISTANT COORDINATOR

I. Summary:
The Assistant Coordinator (AC) position reports to the Associate Director (AD), and works to support the Associate Director Operations and support one of our primary functions of the Department of Residential Programs. The AC has a significant role in working collaboratively 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 AC provides administrative support to the senior staff and establish non-supervisory functional relationships with central office personnel, maintenance and custodial supervisors, and residence hall directors & Apartment Living Coordinator. The AC will assist with the successful operations of their respective Quad Offices, working 20 hours per week (primarily 9:00am-5:00pm but after hours will be required by the AD for the Student Success Operations). This twelve-month position contract begins June 1st, 2016 to May 31st, 2017. 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. Along with contributing to the successful daily operations to Central Office, Quad Assistants, Assistant Coordinator, will work in support of the functions and responsibilities of various departmental committees or Residential Programs areas.

II. Compensation:
Based on housing availability. ACs will receive a bed-waiver for a one-bedroom apartment, a studio or a premium suite equipped with a refrigerator and microwave or stove. ACs will receive $300 per semester of Wolfie Wallet if they live in a premium suite. The ACs may also receive an additional stipend if the room assignment is a single room in a shared apartment, but this varies by assignment. If the ACs lives in standard housing, the bed-waiver is earned after 17 hours of work and the remaining 3 hours of work will be paid at $15/hr. Vacation days are allotted the December 25th – January 1st holiday week and Spring Break week.

III. Job Description:
Along with contributing to the successful daily operations of the AD, ACs will work in support of the functions and responsibilities of various departmental areas. All ACs are expected to:

Staff Supervision
- Manage the Central Office in the absence of full time professional staff members
- Helps with preparation and facilitation of Quad trainings and sessions
- Assist in management of OA's when needed
- Prepare and facilitate work through maintenance, custodial and work crew staff members
Administrative

- Procures materials for Quad/Area-wide events as well as UGC/Graduate events
- Review departmental documents
- Reviews guidelines and processes independently to complete tasks
- Works on Central Office Notices and Newsletters
- Review and approve the use of Central Office computers, cameras, video cameras and projectors
- Assist with Room Reservations through UGC Centers and other venues

Committee/Functional/Additional Responsibilities

- An active committee member, takes minutes, collects feedback from committee members and disseminates minutes to senior staff.
- Member of the Food Pantry advisory Board
- Assists with reviewing KPI’s and incorporating information to needed reports
- Review Calendar and respond to inquiries
- Assist with Campus wide Events
- Helps with special projects assigned by AD