ASSISTANT COORDINATOR FOR STUDENT SUCCESS

I. Summary:
The Student Success Assistant Coordinator reports to the Quad Director with the Student Success functional assignment and works in support of student's academic success, primarily through the Residential Tutoring Centers. The Assistant Coordinator has a significant role in coordinating the Residential Tutoring Centers, directly supervising the Residential Tutors, maintaining open communication with the Undergraduate Colleges concerning facility usage, participating in department and University functions, and contributing to a campus environment conducive to student success.

The Student Success Assistant Coordinator will work a minimum of 20 hours per week (Including significant evening hours). This twelve-month position contract begins June 1st and ends May 31st each year. The position usually requires full-time enrollment in a graduate program at Stony Brook University, although consideration may be given by the Director, for 6 matriculated credits. Every applicant must meet our graduate GPA requirement of 3.0 and be in good judicial standing.

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 RTCs, ACs will work in support of the functions and responsibilities of various departmental areas. All ACs are expected to:

Key Responsibilities

- Management of 3 Residential Tutoring Centers for fall and spring semesters
- Recruitment, training, and supervision of tutors (currently 20-25 tutors)
- Develop student success initiatives and assessment protocols
- Teach COL 101 section
- Position requires approximately 20hr/week time commitment

Organization

- Reports to Quad Director with Student Success as functional assignment
Responsibilities for managing RTCs

- Create and distribute RTC promotional materials
- Read and reply to emails related to RTC’s
- Managing RTC survey sisters and database
- Assist with the development okapi’s and Assessment Tools
- At the end of each semester, the Student Success Assistant Coordinator will Prepare a report based on RTC survey for review by Quad Director and Director of Residential Programs
- Meet weekly with Quad Director to discuss usage trends, recruitment, and Implantation of new programs

Student Success Initiatives

- Sponsor events that support academic success (study skills, time management, test taking tips)
- Sponsor events that support personal success (financial literacy, news literacy, career preps)