Division of Campus Residences
Department of Residential Programs

RHA ASSISTANT COORDINATOR

I. Summary:
Reports directly to the Advisor of the Residence Hall Association. ACs are expected to maintain full-time enrollment in a graduate program at Stony Brook University, although 6 credit enrollment will be considered. Every applicant must meet our graduate GPA requirement of 3.0, and be in good judicial standing. This is a twenty-hour per week, twelve-month position, from June 1 to May 31st of each year excluding spring break week and December 25th to January 1st holiday week.

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

Administrative Support Responsibilities

• Meet weekly with supervisor
• Work toward completion of assigned projects
• Provide administrative support and co-advising for organization and departmental initiatives such as large scale programming, spirit week, and other activities.
• Coordinate tasks in the RHA office.

RHA

• Attend weekly one-on-one meetings with RHA Advisor
• Assist with the development of RHA
• Support and attend national and regional conferences as determined by Executive Board, and RHA Advisor
• Assist in the implementation and tracking of the RHA annual budget and Hall Council funding oversight.
• Assist in the coordination and implementation of fund raising efforts sponsored by RHA
• Take lead with the oversight of the RHA Advisor, in the planning and implementation of Fall and Spring Executive Board trainings (and ongoing leadership development)
• Assist in summer program planning, supervising and advisement of executive board members during
summer months (in the absence of the RHA Advisor)

- Work closely with the Advisor and Assistant Coordinator of National Residence Hall Honorary (NRHH) in co-programming and leadership initiatives
- Act as a programming advisor to RHA Executive Board and assist at every large and small scale program effort (or as advised by the RHA Advisor)
- Responsible for overseeing and maintain records of all Executive Board members' Timesheets
- Assist with the advisement of the RHA Executive Board
- Conduct weekly one-on-one meeting with RHA Committee AD Hoc Members
- Coordinate the receiving and completion of annual and mid-year reports
- When possible, assist in the transition of the following year's Assistant Coordinator
- Additional responsibilities as assigned by the RHA Advisor (i.e. quad staff support, committee work, etc.)

Required Hours: Mondays 7:00 PM-11:00 PM and 12-15 other hours as assigned. Executive board meeting attendance is mandatory and will be determined on a semester basis based on availability of advisors and executive board members.

- Additional weekend and night obligations required