

Residential Education

Student Leadership Assistant Coordinator



Stony Brook
University

Campus Residences

Position Description:

Graduate employment with the Department of Campus Residences provides a unique opportunity for one to be able to assist in the development of students outside of the classroom. The Student Leadership Assistant Coordinator serves the residential student population by advising Stony Brook University's Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH). Campus Residences is an exciting, fast-paced environment; ideal candidates must be flexible, team-oriented, and passionate about student development.

Responsibilities:

Supervision & Leadership Development

- Actively participate in weekly supervision meetings with direct supervisors, executive boards, and various stakeholders
- Assist supervisors in developing and implementing RHA and NRHH e-board training sessions
- Support and attend national and regional conferences as determined by RHA and NRHH Advisors

Student Advisement and Community Support

- Attend and support RHA and NRHH Executive Board Meetings and General Body Meetings
- Coordinate tasks in the RHA/NRHH office and work toward the completion of assigned projects
- Assist in the implementation and tracking of the RHA and NRHH annual budget and Residential Council funding
- Assist in the oversight of the development and completion of annual/mid-year reports as needed
- Assist at large- and small-scale programming efforts as delegated by the advisors
- Plan and execute developmental events within the Residential Curriculum domains
 - 1 event must occur during the first 6 weeks of the term (not counting the large scale or WOW event)

- When possible, assist in the transition of the following year's Student Leadership Assistant Coordinator
- Manage communications and serve as the liaison between RHA's and NRHH Executive Boards and campus partners
- Management of brightspace, google classroom, SB Engaged, or other applicable online learning platforms associated with the residential experience
- Additional responsibilities as assigned by the RHA & NRHH Advisors (i.e. area staff support, committee work, etc.)

Crisis Management Response

- Serves as an Administrator On Call to respond to crisis within the residential communities, during the evening/weekend(s) throughout the academic year
- Serves as resource/referral agent for campus and community resources such as the Counseling and Psychological Services, Student Health Center, University Police, etc.

Community Standards

- Enforce student code of conduct and address possible violations of the Terms of Occupancy & Code of Student Responsibility
- Educate residents regarding policies that exist at Stony Brook University and how to help them prevent issues in the future
- Encourage colloquial discourse as a means to promote learning
- Adjudicate low level conduct cases

Department and Committee Responsibilities

- Participate on a department committee and complete any assigned tasks
- Participate in weekly area staff and bi-weekly department meetings
- Participate in summer and/or winter training sessions and ongoing graduate/professional development
- In the event that there is a RHD vacancy on campus, the AC will assist with oversight of the building and staff
- Other duties as assigned

Qualifications:

Applicants must be enrolled in a graduate program at Stony Brook University. Ideal candidates for this position are enrolled in the Higher Education Administration program and are organized, adaptable, resourceful, and creative; have excellent verbal and written communication skills; demonstrate effective public speaking skills; can work independently and as a team member; and have strong decision-making skills