

Residential Education

Student Staff Training and Development

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 Staff Training and Development Assistant Coordinator serves the diverse residential population by assisting in the selection and training processes of the Resident Assistant program here at Stony Brook University. The Student Staff Training and Development Assistant Coordinator works collaboratively with professional staff in the development of student staff (Resident Assistants), participates in department and University functions, and contributes to the creation of an on-campus living environment conducive to student success. Campus Residences is an exciting, fast-paced environment; ideal candidates must be flexible, team-oriented, and passionate about student development.

Responsibilities:

Student Development & Recruitment

- Serve on the Student Staff Training & Development Committee
- Attend and participate in weekly meetings
- Work collaboratively with full-time professional staff
- Complete assigned duties as per the committee chair and/or advisor
- Attend weekly/bi-weekly 1:1 meetings with supervisor(s)
- Works on departmental professional development opportunities for student staff
- Assist with the planning, execution, and assessment of events
- Assisting with on-going RA Training (ex. Roundtables, RA Conference, etc.)
- Management of brightspace, google classroom, SB Engaged, eRezlife, or other applicable online learning platforms associated with the residential experience

Assessment

- Assist with reviewing KPIs (Key performance indicators) and compiling information into the semester and yearly reports
- Review RA Training Feedback and present findings to the committee

Community Standards

- Enforce student code of conduct and address possible violations of the Terms of Occupancy & Code of Student Responsibility
- Encourage colloquial discourse as a means to promote learning
- Adjudicate low level conduct cases

Serve as an Administrator on Call team

- 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, Financial Aid, etc.
- Educate residents regarding policies that exist at Stony Brook University and how to help them prevent issues in the future

Department Responsibilities

- 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. Campus Residences is an exciting, fast-paced environment. Candidates must be flexible, team-oriented, and passionate about student development.