Assistant Coordinator Position & Duties

Departmental Mission Statement
The Office of Residential Life works to provide safe and comfortable living and learning communities. We intentionally design programs, services, and leadership opportunities to foster an environment conducive to achieving academic goals, personal growth, and the development of community.

Overview of Position
The Assistant Coordinator (AC) is a senior residential life student staff position that reports to their assigned Residential Learning Coordinator (RLC). The AC will perform all of the outlined Resident Assistant duties and responsibilities as described in the RA Position Overview & Duties and the Resident Assistant Manual.

This position assists with the planning and implementation of the overall goals of the Residential Life Program in the residence hall to which they are assigned. The AC assists the RLC with the general coordination and management of the residential staff, programs, and activities. In addition to performing the regular duties of a Resident Assistant for their area, the AC serves as a resource, a support person for the Resident Assistants, a coordinator and supervisor of the desk and a referral agent for particular residence hall issues and concerns. In addition to this, the AC takes on a leadership role in collaboration with Residential Learning Coordinators within the areas of RA Staff Training and Development, RA Team Building, RA Mentoring and Support, RA Accountability, and Residence Hall Administration. The AC is expected to know the responsibilities of the Resident Assistants and to provide overall coordination in the establishment of an effective and healthy Resident Assistant team. The AC recognizes this position as their primary out-of-class responsibility.

Qualifications
Must be in and maintain good social and academic standing with the University. Applicants must be a full-time student of Valparaiso University and obtain and maintain a minimum 2.5 cumulative and 2.5 semester GPA during the period of your employment. Applicants must have one semester of experience as a Valparaiso University RA. Must have a positive performance evaluation that indicates the applicant has excelled within the RA position. Applicants may not be enrolled in more than 18 credit hours or less than 12 credit hours during employment without prior permission of their RLC and final approval from the Assistant Dean of Students for Residential Life. Applicants must be able to attend AC Training in August which will be approximately 2 days in length (specific dates will be listed on the employment agreement).

The specific responsibilities of the Assistant Coordinator position include, but are not limited to the following:

Administration:
1. The AC position is considered the primary 'out-of-class position, as such, ACs will not be allowed to have any other type of paid employment (on or off-campus during academic sessions) without permission from Asst. Dean for Residential Life. ACs will be limited to 10 hours of extra-curricular activities and positions outside the AC position.
2. Consistent demonstration of maturity and organization skills.
3. Manage the assigned building’s desk operation, including the hiring, scheduling, training, and supervision of the Desk Attendant staff including management of time cards.
4. Communicate on a regular basis with the RLC as determined by the RLC.
5. Must be able to return to campus early (as indicated below and in appointment letter) for staff training workshops prior to the official opening day of the residence halls for fall and spring semester.
6. Attend weekly one-on-one meetings with RLC.
7. Assist the RLC in the facilitation of the building’s weekly staff meeting.
8. Coordinate and implement weekly staff development and team functions/activities during hall staff meetings.
9. Research, develop, plan and present one in-service development per semester.
10. Maintain a two hour block of office hours each week at the front desk, as approved by the RLC.
11. Assist in the coordination of housing administration for the residence hall in conjunction with the RLC.
Leadership/Advisory:
1. Perform all of the outlined Resident Assistant duties and responsibilities as described in the RA job description and the Resident Assistant Manual.
2. Assist the RLC in the management, evaluation, support, and mentoring of the assigned building’s Resident Assistant Staff.
3. Be present during all openings and closings of assigned Residential halls.
4. Assist with departmental projects and processes including, but not limited to: RA Orientation and Training, Room Selection process, RA selection process, etc.
5. Co-Advise house council, judicial, and/or other collateral assignments that may be assigned to you by your RLC and/or the Office of Residential Life.
6. Other duties as assigned.

Dates of Commitment (subject to change):
- August Assistant Coordinator Training- arrive approximately 2 days before the start of RAO.
- August Resident Assistant Orientation (RAO) - arrive approximately a week before classes start.
- November Thanksgiving Recess Closing and Opening- stay a day late to close and arrive a few hours before the halls open.
- December Semester Break Closing and Opening- stay a day late to close and arrive approximately 3 days before the halls open.
- January Winter Training- occurs two days before halls open.
- March Spring Recess Closing and Opening- stay a day late to close hall and arrive a few hours before the halls open.
- May Spring Training (for returning staff)- occurs between soft closing and graduation.
- May Commencement and Hall Closing- stay until day after graduation to close hall.

Remuneration
100% Room Credit (regardless of location); Stipend $2800