Graduate Area Coordinator
2015-2016

POSITION SUMMARY

The Graduate Area Coordinator (GAC) is a graduate student staff position within Residence Life. It is a live-in position that requires the GAC to reside in his/her area of responsibility. It is the primary responsibility of the GAC to supervise, develop, and direct the staff under his/her responsibility. The number of staff under the GAC supervision and number of residents living in the hall(s) will vary by area. The GAC works an average of 20 hours per week including some evenings, weekends, and holidays. The GAC reports directly to an Area Director and indirectly to the Assistant Director of Residence Life.

POSITION RESPONSIBILITIES

The percentage of time devoted to each area may vary from time to time. Duties and assignments are subject to change at the discretion of the Area Director and/or the Assistant Director.

Staff Selection, Supervision and Development (35 percent, 7 hours)
1. Under the direction of an Assistant Director, assist with student staff selection, training, and the evaluation of Resident Assistants (RAs).
2. Develop a team of RAs by coordinating and leading weekly staff meetings and regular one-on-one meetings with RAs.
3. Review all staff reports and respond appropriately.
4. Serve as an appropriate role model by abiding by University and Housing policies/rules and regulations, while balancing academic, professional, work, and personal life obligations.
5. Network and communicate with supervisors, colleagues, student staff, support staff, and students.
6. Facilitate educational workshops or programs for new and/or returning staff at RA spring training, fall training, and/or in-service training.

Administrative Responsibilities (20 percent, 4 hours)
7. Attend and participate in department meetings.
8. Participate in one-on-one meetings with supervisor.
9. Facilitate the opening and closing of halls each semester.
10. Assist in the facilitation of room changes and other operational functions.
11. Contribute to department social media presence and other public relations efforts.

Student/Community Development (15 percent, 3 hours)
12. Provide leadership in developing a sense of community within the hall and area.
13. Monitor the planning, implementation, and evaluation of hall programs, bulletin boards, and other RA initiatives.
14. Serve as a resource to individual staff members and students.
15. Advocate for diverse groups of students and personnel.
16. Manage a community development budget, purchase supplies within Purchasing Card guidelines, and submit accurate purchase summaries and accompanying paperwork.

**Safety and Emergency Response** (15 percent, 3 hours)
17. Approximately every eight weeks, serve as a 24-7 on-call resource for hall staff and submit daily duty logs according to protocol.
18. Respond, in coordination with other professional Residence Life staff members, to incidents in residence halls.
19. Listen to personal concerns of staff and students. Act as a referral agent to appropriate resources.
20. Conduct well-being checks with residents during and after their involvement in incidents.
21. Participate in fire drills for each building in one’s area of responsibility.
22. Monitor and respond to safety and security concerns in the residence halls.
23. Address student and parent issues and resolve them in a satisfactory manner. Communicate all information to direct supervisor and others, as appropriate.

**Student Conduct** (10 percent, 2 hours)
24. As directed by supervisors, follow-up with residents concerning policy violations or other concerns.
25. Support supervisors by meeting with students involved in minor conduct violations.
26. Use Maxient software to correspond with students and communicate with supervisors.
27. Facilitate residential education seminars with professional staff.

**Pre-professional and Career Development** (5 percent, 1 hour)
28. Participate in department-wide professional development activities.
29. Attend monthly in-service training.
30. Serve as a member of department committees and task forces.

**Compensation and Benefits**
The Graduate Area Coordinator is paid $1224 per month (fall and spring only) based on 10 months of work, 20 hours per week from July 20, 2015 to May 20, 2016. GACs also receive a $300 meal plan each semester. In addition to the monthly stipend, GACs receive an on-campus apartment, fully furnished with all utilities. The Graduate School administers a “graduate tuition fellowship” for graduate assistants who meet certain assistantship requirements (The GAC position currently meets these requirements). Currently, the fellowship covers both in-state and out-of-state tuition. Please see the Graduate School website for more information about this program: Guidelines for Graduate Tuition Fellowships. Appointments are for one year only. GACs may only work up to three consecutive years. Limited summer employment is available.

**Requirements and Qualifications**
1. Preference will be given to candidates who have residence hall leadership experience and/or who are pursuing a graduate degree in higher education, counseling, psychology, or
education.
2. Must be able to work some evenings, weekends, and holidays.
3. Must be able to work effectively with diverse university students.
4. Demonstrate strong written and oral communication skills, financial management skills, maturity, and sound judgment.
5. Show evidence of leadership skills and ability to supervise people.
6. The GAC must have prior approval from supervisor if/when internships or practicums are scheduled as part of the academic program.
7. GACs must submit to and pass a background check.

Educational Requirements
The GAC must hold a bachelor’s degree and be enrolled as a full-time graduate student at Auburn University (Auburn, AL) at the time of actual employment. Students who plan to carry more than 12 hours must have prior approval of their supervisor.

How to Apply
To apply submit a cover letter expressing your interest, a resume, and responses to the essay prompts below no later than Friday, February 20, 2015 for priority consideration for the 2015-2016 academic year. Residence Life will interview at Auburn’s Placement for 2015 Graduate Assistants (PGA) program. All interested applicants are encouraged to participate. If you have any questions, please email Area Director Dr. Jessica Koehler at jeh0024@auburn.edu.

Application Essay Prompts:
Please submit your responses to the following questions. Use 12-point Times New Roman font, double-spaced and one-inch margins. Limit each response to 200 words.
1. Describe your interest in the GAC position.
2. Describe your experience working in Residence Life. If you have not worked in Residence Life, describe your student leadership experience and transferable skills from other employment that would translate into working in Residence Life.
3. Describe your experience supervising others. What would be your priorities in supervising a team of Resident Assistants?
4. Describe your experience working with diverse groups of people.

Revised 1/8/2015