POSITION SUMMARY
The Graduate Area Coordinator (GAC) is a graduate student staff position within University Housing and Residence Life (UHRL). It is a live-on position that requires the GAC to reside in his/her area of responsibility. It is the primary role of the GAC to supervise, develop, and direct the staff under his/her responsibility. The number of staff under the GAC’s 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. This is a 12-month position with start and end dates in May or July. 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 Supervision, Development, and Selection (40 percent, 8 hours)
1. Develop a team of RAs by coordinating and leading weekly staff meetings and regular one-on-one meetings with RAs.
2. Review all staff reports and respond appropriately.
3. Network and communicate with supervisors, colleagues, student staff, support staff, and students.
4. Facilitate educational workshops for staff at RA spring training, fall training, and/or in-service trainings.
5. Under the direction of the Assistant Director, assist with student staff selection, training, and the evaluation of Resident Assistants (RAs).
6. Serve as an appropriate role model by abiding by University and UHRL policies/rules and regulations, while balancing academic, professional, work, and personal life obligations.

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 and university breaks.
10. Maintain frequent contact with supervisors and department members, responding in a timely manner and proactively seeking input.
11. Assist in the facilitation of room changes and other operational functions.

Safety, Emergency Response, and Student Conduct (20 percent, 4 hours)
12. Serve as a 24-7 on-call resource for hall staff and submit daily duty logs according to protocol approximately every eight weeks.
13. Respond, in coordination with professional UHRL staff members, to incidents in residence halls.
14. Listen to personal concerns of staff and students and act as a referral agent to appropriate resources.
15. Conduct well-being checks with residents during and after their involvement in incidents.
16. Participate in and facilitate fire drills for each building in one’s area of responsibility.
17. Monitor and respond to safety and security concerns in the residence halls.
18. Address student and parent concerns and resolve them in a satisfactory manner. Communicate all information to direct supervisor and others, as appropriate.
19. As directed by supervisors, follow-up with residents concerning policy violations or other concerns.
20. Facilitate residential education seminars.

Student/Community Development (15 percent, 3 hours)
21. Provide active leadership in developing a sense of community within the hall(s) and area.
22. Monitor the planning, implementation, and evaluation of community activities, bulletin boards, and other RA initiatives.
23. Spend time in each hall in your area weekly.
24. Serve as a resource to individual staff members and students.
25. Advocate for diverse groups of students and personnel.
26. Manage a community development budget, purchase supplies within Purchasing Card guidelines, and submit accurate purchase summaries and accompanying paperwork.

Pre-professional and Career Development (5 percent, 1 hour)
27. Participate in department wide professional development activities.
28. Attend monthly in-service training.
29. Serve on department committees.

COMPENSATION AND BENEFITS
The Graduate Area Coordinator is paid $1224 per month, 20 hours per week. GACs also receive a $300 on-campus meal plan each semester. In addition, GACs receive a fully furnished on-campus apartment, with all utilities including internet access and HBOGO. 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 with the option to reapply. GACs may only work up to three consecutive years.

REQUIREMENTS AND QUALIFICATIONS
Required 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 an 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 employment. The GAC may not take more than 9 credit hours per semester. GACs do not have to be enrolled in academic classes in order to work during the summer semester.
HOW TO APPLY
To apply, submit a cover letter expressing your interest, a resume, and responses to the essay prompts below no later than Monday, March 7, 2016 for priority consideration for the 2016-2017 academic year. Residence Life will interview at Auburn’s Placement for 2016 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
On your TRL application, 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 a campus residence hall. If you have not worked in a campus residence hall, describe your student leadership experience and transferable skills from other employment that would translate to the GAC position.
3. Describe your experience supervising others and your supervision style. What would be your priorities in supervising a team of Resident Assistants?
4. Describe your experience working with diverse groups of people.
5. When are you available to start working as a GAC? If you are available in summer, you are not required to be enrolled in summer to work as a GAC.

Revised 1/29/2016