

## Graduate Assistant – Assistant Community Coordinator Position Description

### Position Overview

The Assistant Community Coordinator position is a graduate student position that is sponsored by the Department of Residence Life at Columbus State University. This position is an integral component in the success of both the department and the Columbus State University students. This position is a 10-month or 12-month assistantship and will report to the Residence Life Coordinator for the assigned area. The ACC is responsible for helping fulfill the Department of Residence Life's mission to create a safe and secure living environment that promotes the social and personal development of our students.

### Core Responsibilities

This position will report to the Residence Life Coordinator of their assigned community. Their responsibilities would include:

- Serve as a professional staff member in assigned housing area.
- Provide general assistance to Residence Life Staff with programming efforts to include afterhours programs.
- Assist w/ collaboration events with other departments on and off campus.
- Organize inventory of departmental assets including programming, office, and workroom supplies.
- Coordinate pest control services and tours utilizing student assistants.
- Attend weekly departmental and area staff meetings.
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- Assist w/ planning Residential Education programs.
- Coordinate Health and Safety checks with assistance from Residence Life Coordinator.
- Coordinate Warm Body counts with assistance from the community advisors.
- Assist with move-in and move-out processes during the various times of building openings and closings.
- Serve on University Committees as assigned by supervisor and/or department leadership.
- Responsible for other duties as assigned by the Director of Residence Life, Assistant Director(s) of Residence Life, or Residence Life Coordinator.
- Provides basic counseling and advising to residential students as needed.
- Participates in a professional and graduate staff duty rotation overseeing 1300 residents. Serves as the University's first line of response after the resident assistant.
- Select, supervise, and provide ongoing training for 1-6 student assistants as assigned.
- Conduct weekly staff meetings with student assistant staff members.
- Serve as a hearing officer to effectively resolve cases of student misconduct.
- Coordinating, assessing, and monitoring all roommate agreements, room condition reports, and lockouts for area.
- Assisting with social media presence for your area.
- Monitoring and accessing judicial procedures for apartment lock outs with assistance from housing assistants' and student assistants.
- Coordinate semester fire drills in conjunction with plant operations and/or Corvias campus living.
- Attending all training courses to include but not limited to graduate Training, Residence Life training, and Residence Life Staff Planning.
- Research, development, implementation, and assessment of department wide project.
- Other duties may be assigned based on the needs of the department.

## **Related Experiences**

At CSU, we believe in providing a holistic experience for all of our Graduate Assistants. That is why outside of the core experiences we believe in assisting our future student affairs professionals in gaining as much experience as possible. Other related experiences include:

- Meet with key student affairs administrators to develop networking and an understanding of the relationship between housing and other student services at CSU
- Attend various meetings (administrative staff, trainings, student affairs division meetings, etc.)
- Assist in maintaining department webpage and statistical data.
- Serve as a member on the professional staff on-call duty rotation.

## **Expectations**

Some expectation for this position includes:

- Motivated and able to work in an environment that requires flexibility
- Effectively interact with multiple constituents as well as other campus departments
- Commitment to providing outstanding customer service
- Responsible and dependable
- Professional demeanor
- Able to organize several projects and tasks with multiple deadlines
- Communicate effectively; both written and verbal

## **Qualifications**

Required:

- Must be accepted and enrolled full time in a graduate program at Columbus State University.
- Applicant must have obtained a bachelor's degree prior to the start date of this position.
- Ability to collaborate with other graduate interns and professional staff on projects and processes.
- Applicants should have excellent verbal and written communication skills, word processing skills, as well as strong interpersonal and presentation skills.
- Sound judgement and tact Ability to maintain confidentiality

Preferred:

- Working towards a degree in Student Affairs Administration, Higher Education, or in another related program.
- Experience working in residence life, leadership development, student activities, student conduct, etc.

## **Benefits**

This position will work approximately 20 hours per week and paid biweekly. The exact number of hours per week may vary due to the unique demands of the position. The person will receive a furnished apartment that includes a kitchen, living room, bathroom and private bedroom. It will have cable, internet, and some utilities provided. This space may be shared with another university graduate assistant or another resident.

\*Please be aware that this position does not include any tuition remission.

## **Equal Employment Opportunity**

Columbus State University is committed to recruiting, supporting, and fostering a sense of belongingness for a diverse, equitable, and inclusive community of outstanding faculty, staff, and students and is an Equal Opportunity/Affirmative Action employer. It is the policy of Columbus State University to recruit, hire, train, promote, and educate persons without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.

**For more information**, please contact the Department of Residence Life at [Housing@ColumbusState.edu](mailto:Housing@ColumbusState.edu) or at 706-507-8710. For additional information about Columbus State University, visit [www.ColumbusState.edu](http://www.ColumbusState.edu). For specific information on the Department of Residence Life here at CSU, visit <https://www.columbusstate.edu/residence-life/>.