



AUBURN UNIVERSITY

HOUSING

Graduate Area Coordinator 2023-2024

POSITION SUMMARY

The Graduate Area Coordinator (GAC) is a graduate student staff position within Auburn University Housing. It is a live-on position that requires the GAC to reside in their area of responsibility. It is the primary role of the GAC to supervise, develop, and direct the staff under their responsibility. The number of staff under the GAC's supervision and the number of residents living in the hall(s) will vary by area. The GAC is provided with an office and will work 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 Coordinator 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 Coordinator and/or the Assistant Director.

Staff Supervision, Development, and Selection

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. Assist in managing the area office and ensuring that all desk shifts are appropriately staffed.
4. Network and communicate with supervisors, colleagues, student staff, support staff, and students.
5. Facilitate educational workshops for staff at RA spring training, fall training, and/or in-service trainings.
6. Under the direction of the Assistant Director, assist with student staff selection, training, and the evaluation of Resident Assistants (RAs).
7. Serve as an appropriate role model by abiding by University and AUH policies/rules and regulations, while balancing academic, professional, work, and personal life obligations.

Administrative Responsibilities

8. Attend and participate in weekly GAC meetings.
9. Participate in one-on-one meetings with supervisor.
10. Facilitate the opening and closing of halls each semester and university breaks.
11. Maintain frequent contact with supervisors and department members, responding in a timely manner and proactively seeking input.
12. Assist in the facilitation of room changes and other operational functions.

Safety, Emergency Response, and Student Conduct

13. Serve in a 24-7 on-call rotation for hall staff and submit daily duty logs according to protocol approximately every eight weeks.
14. Respond, in coordination with professional Housing staff members, to incidents in residence halls.
15. Listen to personal concerns of staff and students and act as a referral agent to appropriate resources.

16. Conduct well-being checks with residents during and after their involvement in incidents.
17. Participate in and facilitate fire drills for each building in one's area of responsibility.
18. Monitor and respond to safety and security concerns in the residence halls.
19. Address student and parent concerns and resolve them in a satisfactory manner.
20. Communicate all information to direct supervisor and others, as appropriate.
21. As directed by supervisors, follow-up with residents concerning policy violations or other concerns.
22. Facilitate Residential Education Seminars.

Student/Community Development

23. Provide active leadership in developing a sense of community within the hall(s) and area.
24. Monitor the planning, implementation, and evaluation of community activities, bulletin boards, and other RA initiatives.
25. Serve as a resource to individual staff members and students.
26. Advocate for diverse groups of students and personnel.
27. Manage a community development budget, purchase supplies within Purchasing Card guidelines, and submit accurate purchase summaries and accompanying paperwork.
28. Adjudicate conduct cases for behavior management in assigned area

Pre-professional and Career Development

29. Participate in department wide professional development activities.
30. Attend and participate in monthly in-service trainings.
31. Serve on at least one departmental committee.

COMPENSATION AND BENEFITS

The Graduate Area Coordinator is paid \$17,160 annually for 20 hours per week, if they are a first year Master's student. If they are a second year Master's student, they will be paid \$17,420 annually for 20 hours per week. In addition, GACs receive a fully furnished on-campus apartment, with all utilities including internet access. 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. GACs 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.
8. GACs are not permitted to be employed elsewhere on or off-campus.

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

All applicants should go through [Placement for Graduate Assistants \(PGA\)](#). Preference will be given to students accepted in a graduate program at Auburn; however, a job offer may be made contingent on an applicant's acceptance to Auburn. If you have any questions, please email Assistant Director Lexy Payne at anp0053@auburn.edu.