

Residential Education

Living Learning Community Assistant Coordinator



Stony Brook
University

Campus Residences

Position Description:

Graduate employment with the Department of Campus Residences provides a unique opportunity to assist in the development of students outside of the classroom. The Assistant Coordinator for the Living Learning Community (LLC) works collaboratively with professional staff in the development and implementation of the Social Justice, Civic Engagement, Second Year, Honors, Simons Stem, and special populations, like transfer students and gender inclusive housing. These specialized Living Learning Communities were established as a means to give Stony Brook Undergraduate students the opportunity to live in a community that is conducive to academic success, overall well-being, and encourages the student to dismantle systems of oppression. It is the responsibility of the Assistant Coordinator to help oversee these communities and the development of student staff (Resident Assistants and Office Assistants), participate in department and University functions, and contribute to the creation of an on-campus living environment conducive to student development. Campus Residences is an exciting, fast-paced environment; ideal candidates must be flexible, team-oriented, and passionate about student development through a social justice lens.

Responsibilities:

Community Engagement

- Develop and implement programming initiatives from a social justice and equity perspective
- Create and implement at least 1 program during Week of Welcome
- Implement at least 1 large scale event per semester (exceeding budget of \$250.00 and at least for 50 residents)
- Plan and execute developmental events within the Residential Curriculum domains
 - 1 event must occur during the first 6 weeks of the term (not counting the large scale or WOW event)
- Provide support and encourage involvement for 2YLC, Social Justice, Civic Engagement, and Simons STEM residents in collaboration with campus partners
- Manage day-to-day operations of Instagram social media and Newsletter for the community in collaboration with Resident Assistants

- Assist with the development of large-scale traditions for the LLCs related to Black History Month and Cesar Chavez
- Management of brightspace, google classroom, SB Engaged, or other applicable online learning platforms associated with the residential experience

Community Standards

- Enforce student code of conduct and address possible violations of the Terms of Occupancy & Code of Student Responsibility
- Encourage colloquial discourse as a means to promote learning
- Adjudicate low level conduct cases

Department and Committee Responsibilities

- Participate in weekly area staff and bi-weekly department meetings
- Work collaboratively with full-time professional staff
- Participate on a department committee and complete any assigned tasks as per the chair/advisor
- Actively engage in summer and/or winter training sessions and ongoing graduate/professional development
- In the event that there is a RHD vacancy on campus, the AC will assist with oversight of the building and staff
- Other duties as assigned

Crisis Management Response

- Serves as an Administrator On Call to respond to crisis within the residential communities, during the evening/weekend(s) throughout the academic year
- Assist with at-risk student outreach; provides incident follow-up as needed for community members

Student Staff Development

- Attend monthly area meetings, giving an update to Area Resident Assistants regarding LLC activities.
- Participate in RA trainings in the winter and summer intersessions
- Assist with RA recruitment and selection in collaboration with the Residential Education team
- Complete assigned grade checks, application review, and interviews for community
- Encourage residents to apply for RA position

Student Advisement & Community Support

- Co-Advise community council(s) as assigned and all associated responsibilities
- Assist with and help identify special population student initiatives
- Management of LLC community rosters
- Hold regularly scheduled office hours in assigned working space

Qualifications:

Applicants must be enrolled in a graduate program at Stony Brook University. Ideal candidates for this position are enrolled in the Higher Education Administration program and are organized, adaptable, resourceful, and creative; have excellent verbal and written communication skills; demonstrate effective public speaking skills; can work independently and as a team member; have strong decision-making skills.