

Residential Education Assistant Coordinator Program



Stony Brook
University

Campus Residences

Residential Education Assistant Coordinator Program:

This is a unique program for graduate students at Stony Brook University, that provides them the opportunity to develop and apply their experiences and knowledge from both inside and outside the classroom to the Residential Community. Furthermore, it will provide them with the opportunity to enhance their leadership skills, network, career development, and more. The Assistant Coordinators within our program work collaboratively with the professional staff in the development of student staff, participate in department and University functions, and contribute to the creation of an on-campus living environment conducive to student success. Campus Residences is an exciting, fast-paced environment; ideal candidates must be flexible, team-oriented, and passionate about student development.

Qualifications:

Applicants must be currently enrolled in a **graduate program** at Stony Brook University. Ideal candidates for this position are enrolled in the Higher Education Administration program, or a related program; 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; and have strong critical thinking and decision-making skills.

Hours:

- 25-29 hours/week (*each role has specified hours*)
 - 15 – 19 paid hours per week.
 - 10 hours per week toward housing.
- Work hours fall within the following hours:
 - M-F during regular business hours is required.
 - Weekend & Evening responsibilities, due to the nature of this position (pre-determined dates & times).
 - Mondays 2:00 PM - 5:00 PM & Wednesdays 1:00 PM - 5:00 PM are required (mandatory meetings).

Remuneration:

- Hourly Wage for 15–19 hours per week. (*For 2024-2025: \$19/hour*)
- A studio or one-bedroom apartment located on the campus.
- Campus meal plan during the fall and spring semesters.

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Application

- We are accepting applications for our open positions listed below via Handshake. Search the title of the role in Handshake, fill out the necessary information, and submit the following documents:
 - Proof of enrollment in Graduate Program at Stony Brook University
 - Cover Letter, Resume, References
- Candidates who are not yet matriculated can reach out directly to receive information related to applying for open positions via CampResGradInfo@stonybrook.edu.

Timeline

- The application goes live via Handshake on Feb 23, 2024.
- The Application closes on March 29, 2024.
- The Anticipated Start Date: July 15, 2024

Openings in 2024-2025

- Assistant Coordinator for Apartments (4)
 - *This position with the Department of Campus Residences provides a unique opportunity to assist in the development of students outside of the classroom. The Assistant Coordinators for Apartment Living have a significant role in the development and success of a happy and healthy living environment. The Assistant Coordinators for Apartments work collaboratively with professional staff in the development of student staff (Resident Assistants), participate in department and University functions, and contribute to the creation of an on-campus living environment conducive to student success. Campus Residences is an exciting, fast-paced environment; ideal candidates must be flexible, team-oriented, and passionate about student development.*
- Residential Community Standards Assistant Coordinator (1)
 - *This position provides a unique opportunity for one to be able to assist in the development of students outside of the classroom. Residential Community Standards is dedicated to assisting students to examine their personal value system and prepare them to make positive contributions to their communities. The Residential Community Standards Assistant Coordinator provides administrative and programmatic support to the professional and student staff under the lens of restorative justice practices.*

If you have any questions, please connect with our Academic Initiatives and Community Engagement Leadership Team via email at CampResGradInfo@stonybrook.edu.