Genesee Community College Foundation Housing Services Inc.

College Village Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Graduate Area Coordinator</th>
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<tbody>
<tr>
<td>Level/Salary:</td>
<td>GA/Stipend</td>
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<tr>
<td>Location:</td>
<td>8170 Batavia Stafford Town Rd, Batavia, NY 14020</td>
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<td>Application:</td>
<td>Send resume and references to <a href="mailto:CollegeVillage@genesee.edu">CollegeVillage@genesee.edu</a></td>
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<tr>
<td>Department:</td>
<td>College Village – Residence Life</td>
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<td>Position Type:</td>
<td>12 or 10 month, Part-time, GA (June to May)</td>
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Qualifications:
- Bachelor’s Degree required.
- Must be currently matriculating, or starting as a full-time (9 credit hours, or as set by program) student in a post-graduate program of higher education or a related field.
- Experience in residence life as a Resident Assistant, or related student life position.

Skills Desired:
- Should be able to demonstrate people/customer service skills; as well as oral and written communication skills; Strong supervision and/or staff management; Need to possess a good working knowledge of student housing; ability to relate effectively to a diverse and international student resident population, their parents, and college personnel; ability to prepare and present reports and updates to the Assistant Director as needed. Must be able to make independent decisions and use professional judgment in decisions.

Responsibilities:
- Supervise a staff of 5-6 Resident Assistants in duty rotation, programming, and weekly Knocks Report.
- Oversee 5-6 buildings within a campus area housing approximately 30-50 residents per building.
- Adjudicate conduct hearings for first-time and minor violations within their area using educational sanctioning.
- Participate in weekend on-call rotation to assist with emergency situations and guide student staff as needed.
- Collaborate with fellow GAC and College Village staff with on outreach and programming initiatives.
- Design and coordinate at least 1 regular programming series to support student development initiatives.
- Assist with opening and closing operations, Opening Weekend activities, and one programming series.
- Assist with recruiting and interdepartmental events (Orientation, Open House, tours, etc.)
- Act as Chair for 1 RA Development Committee of 5-6 RAs to oversee planning and budgeting.
  - Program Development Committee: Oversee the planning and facilitation of residential educational programming, coordinating with various offices to produce the CV semester calendar.
  - Staff Development Committee: Oversee the planning and facilitation of RA Selection and RA training to ensure readiness to respond to student needs, coordinating staff bonding and professional development.
- Assist with other duties as assigned.

Opportunities:
Genesee Community College recruits a wide variety of students including international, EOP, non-traditional, and first generation students to provide them with opportunities for growth in their education. As college education increases in cost, many students turn to community college to save money and test the waters. Learn about how these unique students fit into other college systems when they transfer. The GAC is encouraged to look for opportunities to intern/shadow in different departments to maximize learning. GCC is located between the cities of Buffalo and Rochester for easy access to ample entertainment and experiences in western New York.

Reports to:
Assistant Director – Residence Life & Learning

Hours:
Approximately 20 hours a week. Additional weekend and late night hours are expected throughout the semester to assist with move-in, educational programming, and as needed on-call rotation.

Compensation:
- Housing in furnished apartment or campus house.
- Bi-weekly stipend for duration of 12 or 10 month contract (June to May).
- On-campus 10-per week meal plan usable while the semester is in session.

Updated: 2019-01