2016 STUDENT LIFE ASSISTANT COORDINATOR
With Primary Responsibility over M-Sci Residential Staff

Job Description
The Student Life Assistant Coordinator is responsible for assisting the Student Life Coordinator with the development, implementation, monitoring, and evaluation of all housing activities and the implementation of co-curricular activities for the M-STEM Academies. The Student Life Assistant Coordinator will have primary responsibility over M-Sci student life activities and will supervise four student life facilitators.

Requirements
• Highly developed organizational, administrative, and communication skills.
• Knowledgeable in handling crisis situations and medical emergency situations within the residence hall.
• Experience in planning and developing enrichment and cultural activities.
• Experience in supervising personnel.
• Full-time residential living in the residence hall
• Bachelor’s degree (or close to completion) in education, engineering, math, science, counseling, psychology, sociology, social work, business, or other related fields

Desired Qualifications
• Prior experience in managing residence hall activities and residence hall staff.
• Experience interfacing with local, corporate, and University sectors.
• Possession of a valid driver's license

Duties and Responsibilities
Specific Responsibilities Relative to the Residential Component
A. Assist with training of Student Life Facilitators
   1. Assist with development and implementation of initial training of student life staff.
   2. Assist with student life training meetings throughout the program duration.

B. Assisting with Development of Residence Hall Procedures and Rules
   1. Collaborate with the Management Team to plan and schedule administrative procedures relative to housing participants.
   2. Assist in establishing procedures for monitoring and enforcing residence hall rules.
   3. Assist with producing and disseminating information to program staff and participants relative to residence hall rules and regulations.

C. Managing Residence Hall Activities within the M-Sci Academy
   1. Supervise four Student Life Facilitators in their roles of implementing residence hall procedures and enforcing residence hall rules.
   2. Maintain appropriate knowledge, supervision, and control of room use and changes.
   3. Maintain residence hall conditions conducive to academic and personal development of all participants.
   4. Monitor the overall security of the residence hall.
   5. Handle arrangements for participants with documented special needs.
6. Manage residence hall situations involving conflict resolution, maladjusted or inappropriate behavior among participants.
7. Manage the prudent and expeditious handling of medical emergencies and physical failures of participants within the residence hall.
8. Respond to crisis situations in the residence hall.
9. Monitor Academy/Institute activities within the residence hall.

D. Managing Co-Curricular Activities within M-Sci Academy
1. Planning the implementation co-curricular activities
2. Disseminate the goals and areas of focus for co-curricular activities with staff.
3. Disseminate objectives and content of activities.
4. Make necessary initial and follow-up contacts for all planned activities.
5. Arrange for room space and other necessary facilities for all planned activities.
6. Develop and produce a schedule containing all planned activities.
7. Observe activities in progress.
8. Respond to feedback from student life facilitators relative to scheduled activities.
9. Prepare and administer questionnaires/surveys relative to co-curricular activities to program participants for evaluation purposes.

E. Reporting
1. Report information on student activities to the Student Life Coordinator
2. Assist with the preparation of a final report on the Student Life component.

Supervision Received
The Student Life Assistant Coordinator reports directly to the M-STEM Academies Student Life Coordinator

Supervision Exercised
The Student Life Assistant Coordinator directly supervises four Student Life Facilitators within the M-Sci Academy.

Term of Employment
May 16 – May 27 Part-time (approximately 20 hours per week for pre-planning)
May 29 – August 13 Full time (40 hours per week)

Compensation
$13.00 - $17.00, based on relative experience + room and board during applicable program dates.