Position Description

Working Title: Graduate Area Coordinator  
Home Department: Office of Housing & Residential Experience, Dean of Students  

Position Summary:
The Graduate Area Coordinator (GAC) is live-on graduate staff member and is part of the Office of Housing & Residential Experience in the Dean of Students division at Vanderbilt University. The GAC reports to and serves as the primary support for the full-time Area Coordinator (AC) for one of Vanderbilt's undergraduate residential communities and works closely with several key stakeholders including the Residential Experience professional staff team. Primary responsibilities include shared supervision of student staff (Resident Advisers and Head Residents), facilitation of area Community Development Plan (CDP), student care and follow-up, and serving in a weekly, on-call duty rotation. This position requires flexibility, collaboration, commitment, and an ability to work independently as well as within a team.

Please note that due to the live-on requirement of the position, Graduate Area Coordinators may be placed in various types of spaces including a shared house with single rooms and shared common areas, a single occupancy space or a shared apartment. Amenities vary depending on building assignment and their features among other individual factors. COVID protocols and CDC guidelines will be considered in staff placement.

Time Commitment:
The position begins in August of each academic year and lasts for nine and a half months. Continuation of the assistantship will depend upon your assigned duties' satisfactory performance and progress toward your degree. You will work up to 20 hours per week, excluding university breaks and holidays. This work will include weekly office hours, departmental /committee meetings, supervisor and staff one on one, and programming on evenings and weekends. The GAC is also required to attend relevant training sessions before the halls open in August and January.

Additionally, the GAC is also required to submit requests for any external employment to their supervisor for approval before acceptance. Requests for employment include, but are not limited to, practicums, research assistantships, and jobs on and off-campus. The purpose of this expectation is to avoid over-working any student.

About the Work Unit:
The Office of Housing and Residential Experience provides safe, secure, comfortable, accessible, and healthy housing for its residents. Programming for residents builds engaged communities where students' social needs for belonging, friendship, recognition, respect, and dignity are met. These communities foster learning, personal development, academic achievement, and successful transitions for new students and graduates.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.
About the Office of the Dean of Students
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty, and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean of Students. Our staff is committed to continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

Key Functions and Expected Performance:

Supervision
- Share supervision of the Head Resident and Resident Adviser student staff with the Area Coordinator (AC).
- Assist the AC with the recruitment, selection, and development of student staff.
- Conduct one-on-one meetings, co-lead weekly team meetings, and create staff training materials.
- Contribute feedback to student staff evaluations that empowers staff to reach new goals and identify methods for improving performance.
- Set clear expectations for performance and engagement and aid the AC in holding student staff accountable.
- Coordinate and implement professional development activities for student staff in consultation with the AC.

Community Development Plan (CDP)
- Assist the AC with evaluating and editing components of the CDP during the academic year.
- Support RA staff in implementing the CDP, which includes purchasing supplies, coordinating guest speakers, and collaborating with campus partners and faculty.
- Assist the AC with measuring the CDP’s overall effectiveness by assessing the CDP's components and reviewing student staff submissions in Roompact and Anchor Link.
- Review and approve student staff program and event submissions in Anchor Link.
- Encourage ongoing educational initiatives in the residential community, focusing primarily on ensuring an inclusive community.
- Promote faculty engagement in collaboration with the AC, student staff, residential faculty, living-learning community faculty, and campus partners.
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Crisis Management

- Serve in an on-call, weekly rotation with other graduate staff, responding to crises and incidents involving on-campus residents. Break periods/holidays are covered by professional staff.
- Assist with crises in the corresponding residential community that requires assistance during weekday business hours.
- Remain knowledgeable of campus life and academic resources to assist residents.
- Provide reports and written documentation of interactions with residents immediately following an incident.

Administrative and Departmental Duties

- Assist the AC with administrative duties and operations of a residential community, such as check-in and check-outs of residents, room transfers, control of keys, and closing and opening of halls.
- Support the AC in maintaining budgets for a residential community and tracking purchases.
- Independently execute departmental projects or serve on committees and task forces.
- Assist in the recruitment, hiring, and training of new graduate and student staff members.
- Participate in department and division-wide events, processes, or meetings as needed.
- Attend monthly graduate staff meetings and professional development sessions.
- Demonstrate a willingness to support colleagues across the division to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

Supervisory Relationships:
This position reports administratively and functionally to an Area Coordinator for Residential Experience and may be working with functions within the residential area related but not limited to First Year Experience, Upper Division Living Learning Communities, Upper Division Residential Colleges, Upper Division Traditional Halls, and/or Quarantine-Isolation Housing Management.

Education and Certifications:
- Full-time enrollment in a graduate degree program at Vanderbilt University is required.
- Doctoral students should seek permission from their program before applying.

Experience and Skills:
- The ability to work independently as well as in collaboration with others is necessary.
- A high level of attention to detail is necessary.
- Experience working with college student programming initiatives is necessary.
- The ability to interact positively with a diverse student population, graduate staff members, professional staff members, and faculty is necessary.
- Comfortable taking the initiative on projects is necessary.

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- Excellent written and verbal communication skills are strongly preferred.
- Leading and facilitating group discussions, training, and meetings are strongly preferred.
- Knowledge of residential living-learning philosophy and community development initiatives are strongly preferred.
- Experience in evaluation and assessment, program planning, and mentorship of students and student leaders is strongly preferred.
- Dedication, creativity, flexibility, positivity, initiative, and independence are strongly preferred.

Compensation:

- The compensation for this assistantship includes campus housing accommodations and a monthly stipend (equivalent to 33% of Peabody Tuition). The last partial month (May) will be prorated.

*NOTE:* It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.