

# Residential Education

## Assistant Coordinator for Residential Community Standards



Stony Brook  
University

Campus Residences

Graduate employment with the Department of Campus Residences 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.

### Responsibilities:

- Process alleged student conduct violations and audit files
  - Conduct periodic audits to ensure compliance and track RHD/AC paperwork submissions
- Manage inquiries regarding requests for information from Conduct hearing officers
- Assess and disseminate student conduct history for various departments and offices as per their request
- Assist with the development of annual reports and/or policies/procedures
  - Development of the annual Clery Act Report
  - Annual Terms of Occupancy review
  - Student code of responsibility review
  - Conduct database templates/paperwork
- Develop and/or lead professional and student staff training sessions
- Assist Residential Community Standards professional staff with various educational outreach programs
- Participate in various departmental training and development sessions including retreats
- Participate on a departmental committee and completes any assigned tasks as per chair/advisor
- Serve on a Crisis Management Response team
  - Serve on a crisis management response team as an Administrator on Call, during the evening/weekend(s) for emergency response throughout the academic year

### 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.