

JOB DESCRIPTIONS

GRADUATE

JARDINE APARTMENTS ASSISTANT COMMUNITY COORDINATOR (JA-ACC) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

JOB SUMMARY

The Jardine Apartments Assistant Community Coordinator (JA-ACC) is a graduate assistantship within student living. The JA-ACC is supervised by and shares responsibilities with the Jardine Apartments Community Coordinator (JA-CC). The JA-ACC will work with an apartment neighborhood community with a population of approximately 500 students and their families. Opportunities for this position will include supervision, advising, administrative skills, professional development, and communication. The JA-ACC is expected to fulfill all duties listed below in addition to other duties as assigned.

REQUIREMENTS

The JA-ACC is required to occupy an on-site apartment designated by the department. Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 20 hours per week, with the understanding that there is a fluctuation in demand depending on the time of year and nature of resident needs. Some nights and weekends are required, in addition to some holiday periods. Any additional employment must be approved in advance.

REMUNERATION AND BENEFITS

Waiver of the monthly rent for a furnished apartment during the employment period. Meal plan for self and dependent(s) (excluding break periods). Utilities and internet provided at no cost. Professional development funds in the amount of \$750. A stipend of \$18,000, paid on a biweekly basis for a 12-month appointment.

HOW TO APPLY

If you are interested in any of our graduate assistantships, please submit the following.

- Cover letter stating your intended program of study
- Resume
- Unofficial transcript
- Contact information for three references

Background check is required.

Contact information

Jessica Jones
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104 Pittman Building
1531 Mid Campus Dr. North
Manhattan, KS 66506-4601
Email: reslife@k-state.edu
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RESPONSIBILITIES

SUPERVISION

- Participate in the recruitment, selection, training, supervision and evaluation of the resident assistants (RAs).
- Attend weekly meetings and student-staff sponsored activities.

ADVISING

- Serve as an advisor to various Jardine committees designed to support the Jardine residents' experiences.
- Mediate conflict among residents on a roommate, neighbor and neighborhood level.

ADMINISTRATIVE SKILLS

- Facilitate student development through individual and community programming.
- Work with departmental and university staff through special assignments and departmental/university committees.
- Maintain confidentiality related to resident and staff issues at all times.
- Participate in on-call rotation for all of campus housing.
- Prepare reports in a timely manner— status, indoor/outdoor aesthetics, vacancy, etc.
- Assist with office procedures such as check-in/checkout processes, applications and agreements.
- Prepare and assist in scheduling duty and office hours for the community staff.
- Manage the programming budgets for neighborhood and/or student groups.

PROFESSIONAL DEVELOPMENT

- Attend and participate in all staff meetings, training sessions and in-service activities.
- Attend departmental professional development events.
- Create and carry out an individual development plan.

COMMUNICATION

- Explain and enforce policies to residents and staff.
- Communicate the terms of the agreement when communicating with staff, residents and university constituents.
- Maintain effective and professional verbal and email communication.