

# JOB DESCRIPTIONS

## GRADUATE

### RESIDENCE HALLS ASSISTANT COMMUNITY COORDINATOR (RH-ACC) KANSAS STATE UNIVERSITY HOUSING AND DINING SERVICES

#### JOB SUMMARY

The Assistant Community Coordinator-Residence Halls (RH-ACC) is a graduate assistantship within Student Living. The RH-ACC is supervised by and shares responsibilities with the Residence Halls Community Coordinator (RH-CC). The RH-ACC will work in a hall with a population of approximately 250 to 600 students. Opportunities for this position will include supervision, advising, administrative skills, professional development and communication. The RH-ACC will be expected to fulfill the duties listed below in addition to other duties as assigned.

#### REQUIREMENTS

The RH-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

Tuition remission (maximum 12 credit hours in the fall and spring semesters; maximum nine credit hours during summer of assistantship appointment). 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 \$10,000, 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
- Résumé
- Unofficial transcript
- Contact information for three references

Background check is required.

#### Contact information

Jessica Jones  
K-State Housing and Dining Services  
104 Pittman Building  
1531 Mid Campus Dr. North  
Manhattan, KS 66506-4601  
Email: reslife@k-state.edu  
Phone: 785-532-6453  
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#### RESPONSIBILITIES

##### SUPERVISION

- Participate in the recruitment, selection, training, supervision and evaluation of the resident assistants (RA and RLA), community assistants (CA) and student office workers.
- Attend weekly meetings and student-staff sponsored activities.

##### ADVISING

- Educate, train and advise Hall Council members on policies and procedures.
- Manage hall programming and HGB budgets.

##### ADMINISTRATIVE SKILLS

- Maintain accurate records, reports and key inventories.
- Participate in on-call rotation for all of campus housing.
- Coordinate building closings and openings, check-ins, checkouts and room changes.
- Work with maintenance and housekeeping to process work orders and inspect buildings.
- Receive and distribute campus mail and general information.
- Work with continuous housing for students staying over university breaks.
- Work with departmental and university staff through special assignments and departmental/university committees.

##### 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

- Interact with students on a regular basis and provide information and assistance concerning academic issues, peer conflicts and personal problems.
- Maintain effective and professional verbal and email communication.
- Present and facilitate sessions for training and professional development, as well as new student recruitment.