



Title: Assistant Community Coordinator

Department: Department of Residence Life

Reports to: Community Coordinator or Area Coordinator

Overview

The Assistant Community Coordinator (ACC) is an important member of the Residence Life staff and is responsible for assisting the Community Coordinator (CC) or Area Coordinator (AC) in achieving the mission and goals of the Residence Life Department. Specific duties will vary based on geographic location and population of students, and will be negotiated with your supervisor. The ACC is an ambassador for the department, the Division of Student Affairs, and the University. A positive attitude and actions reflective of a future professional in Higher Education are essential.

Primary Responsibilities

- Administering the general oversight of a residential area of 400-900 undergraduate students
- Direct supervision of 7-9 undergraduate Resident Assistants (RAs) or Community Assistants (CAs)
 - Including hiring, training, evaluation, and ongoing paraprofessional development
- Management of conduct cases management and individual case adjudication
- Visibility during evenings and weekends
- Confrontation and documentation of noteworthy behavior or incidents
- Assessment of individual students' needs and referral to resources as necessary and appropriate
- Academic support and outreach to students in need of resources
- Participation in the senior staff departmental on-call rotation

Additional Departmental Responsibilities

- Assistance in Maine Hello (UMaine's new student move-in day) and other Fall Welcome Weekend Events
- Participation in Open House and Accepted Student Days throughout the year
- Leading teams in the creation and implementation of programs of varying sizes and scopes
- Participation in training and professional development throughout the year
- Participation in departmental project teams and division-wide/university events
- Other duties as deemed appropriate and necessary by the department

Additional Negotiable Responsibilities

Each ACC will negotiate certain particular responsibilities with the immediate supervisor. CCs and ACs attempt to blend the desired experiences of the ACC with the needs of the residential complex and student population.

Negotiated responsibilities may include:

- Leadership development
- Program development
- Community development
- Living Learning Community (LLC) supervision
- Residence Hall Council (RHC) advising
- Student mentoring and outreach
- Staff team development
- Housing/Maintenance oversight
- Management of front desk operations
- Participation in departmental or divisional search committees
- Participation on Student Conduct Code Appeals Committee

- Special projects that align with departmental goals
 - Examples include: revision of policies and protocols, student conduct code, and planning Maine Hello
- Maintaining a positive, collaborative relationship with campus partners including, but not limited to:
 - Student Wellness Resource Center
 - Counseling Center
 - Title IX Office
 - Career Center
 - Office for Diversity and Inclusion
 - Rainbow Resource Center
 - Campus Recreation
 - MaineBound
 - Intersectional Feminist Resource Center
 - Student Accessibility Services
 - Athletics
 - Center for Student Involvement (CSI)
 - Provost's Office

Time Commitment and Availability: The ACC position is a live-in position with an apartment provided in a residence hall. Office hours will be negotiated with the supervisor and will be structured to best meet the needs of each complex. Due to the nature of this position, hours will vary. Higher workloads are to be expected during the month leading up to the beginning of the school year and during RA training periods; lower workloads are to be expected during university breaks and holiday periods. Hours are expected to average to about 20 hours per week. This position does include night and weekend responsibilities.

This position begins 8/1/22 and continues until 5/15/23. Full participation in staff training and inclusion in the departmental on-call schedule during closed break periods is required. Departmental meetings are to be a priority over all but class schedules.

Qualifications: The Assistant Community Coordinator position requires a bachelor degree and full-time enrollment in a graduate program at The University of Maine maintaining a minimum GPA of 3.0. In commitment to the development of professionals in the Student Affairs field, first consideration will be given to students enrolled in the Student Development in Higher Education masters program. Previous experience in residence life or comparable leadership experience is preferred.

The contract for this position is for one academic year, but is renewable for up to three academic years. Individuals interested in a contract renewal or internal transfer to another departmental assistantship should discuss this intent with their supervisor at the beginning of spring semester. The rehire conversation will include review of the individual's academic standing and performance evaluation, as well as a conversation about fit within the department.

Compensation:

- Tuition waiver up to 9 credit hours per academic semester
- Furnished or unfurnished apartment and meal plan during academic year
- \$8,000 stipend paid over 10 months
- Portion of the Graduate Health Insurance Plan

To Apply: To apply for the Assistant Community Coordinator position, please email a resume, cover letter, and list of three professional references to: um.joinreslife@maine.edu.