



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

- Administer general oversights of a residential community of 400-900 undergraduate students
- Direct supervision of 7-9 undergraduate Resident Assistants (RAs) or Community Assistants (CAs)
 - o Including hiring, training, evaluation, and ongoing paraprofessional development
- Adjudicate student conduct cases one-on-one and mitigate community recidivism
- Maintain visibility during evenings and weekends
- Confront and document noteworthy student behavior or incidents
- Assess individual students' needs and refer them to resources as necessary and appropriate
- Facilitate academic support and outreach to students in need of resources
- Participate in a senior staff departmental on-call rotation

Additional Departmental Responsibilities

- Assist with Maine Hello (UMaine's new student move-in day) and other Fall Welcome Weekend Events
- Participate in Open House sessions and Accepted Student Days throughout the year
- Direct teams in the creation and implementation of programs of varying sizes and scopes
- Train, communicate, and develop staff and colleagues throughout the year
- Partake in departmental project teams and division-wide/university events
- Other duties as deemed appropriate and necessary by the department or by one's supervisor

Negotiable Responsibilities

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

Negotiable responsibilities may include:

- Execute leadership, program, and/or community development
- Supervise varying Living Learning Communities (LLCs)
- Advise Residence Hall Councils (RHCs) and student leaders
- Mentor undergraduate student organizations or groups
- Design staff recognition and team development events
- Oversee Housing and Facilities maintenance reports
- Organize front desk operations and record keeping
- Participate in departmental or divisional professional search committees
- Serve on the UMaine Student Conduct Code Appeals Committee
- Special projects that align with departmental goals:
 - o e.g.: revision of policies and protocols, assessing curriculum models, and planning Maine Hello

- Maintaining a positive and collaborative relationship with campus partners including, but not limited to:
 - Student Wellness Resource Center
 - Counseling Center
 - First Year and Transfer Center
 - Title IX Office
 - Career Center
 - Office for Diversity & Inclusion
 - LGBTQ Services
 - Campus Recreation
 - Maine Bound Adventure Center
 - Student Accessibility Services
 - Athletics
 - Community Standards
 - Campus Activities and Student Engagement (CASE)

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 twenty (20) hours per week. This position does include night and weekend responsibilities.

This position begins 8/2/2023 and continues until 5/19/2024. Full participation in staff training and inclusion in the departmental on-call schedule during closed break periods, including Thanksgiving, Labor Day, etc. is required. Departmental meetings are to be a priority over all but academic schedules.

Qualifications: The Assistant Community Coordinator position requires a bachelor's 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, priority consideration will be given to students enrolled in the Student Development in Higher Education master's program. Previous experience in residence life or comparable leadership experience is preferred.

The contract for this position is for one (1) academic year but is renewable for up to three (3) 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 nine (9) credit hours per academic semester
- Furnished or unfurnished apartment and meal plan during academic year
- \$8,000 stipend paid over ten (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.