

Assistant Coordinator of Residential Education (ACRE) Graduate Assistant

Job Description & Contract | PSU Housing & Residence Life

Revised: January 2024

Objective

This position assists in the coordination of Pittsburg State University's Housing & Residence Life department in the development, coordination, and execution in opportunities connected with but not limited to Student Leadership, Leadership Development, Residential Curriculum Development, Academic Residential Community Development and Data Analysis. This role will co-advise Residence Hall Association and directly advise National Residence Hall Honorary. This role will assist in the execution and development of Student Staff Training, and the Resident Assistant Spring Seminar Course in the Spring.

General Description

1. The ACRE is responsible to the Assistant Director of Residence Life in the department of Housing & Residence Life.
2. The ACRE is expected to practice open communication with Housing & Residence Life, Area/Assistant Coordinators, and other student staff.
3. Due to the nature of the job and the objectives that need to be achieved, the ACRE must be willing to accept all other duties as determined and assigned by Housing & Residence Life.

Qualifications

1. A bachelor's degree from an accredited College or University is required.
2. The ACRE must be enrolled as a full-time Graduate Student (enrolled in 9 Graduate Credit Hours) in the Pittsburg State University Graduate Program.
3. The ACRE will explain, enforce, abide by, and support Housing & Residence Life and University policies and procedures. This includes all items outlined in the Student Staff Code of Ethics, the Student Staff Alcohol Policy, the Guide to Residential Living, the Housing and Dining Service Agreement, and the Student Code of Rights and Responsibilities.
4. The ACRE will not engage in other employment, student teaching, internships, etc. during the semesters of appointment without prior consultation with and the special approval of the Assistant Director of Residence Life and the Director of Housing & Residence Life or designee. Employment may not pose a conflict of interest with Housing & Residence Life employment.

Responsibilities

1. Serve as co-advisor of Residence Hall Association alongside a Full-Time Area Coordinator.
2. Assist in coordination and leadership of Community Councils and Community Council Staff Liaison Collateral Roles.
3. Serve as primary advisor of National Residence Hall Honorary.
4. Assist with student staff professional development opportunities, student staff training, and the Resident Assistant Seminar Course.
5. Co-coordinate major programs sponsored and/or co-sponsored by Housing & Residence Life, including but not limited to: Safer Sex Week, Diversity Week, Go Pitt! Fest, Family Day, etc. This includes planning, logistics, day of support, and supervision of teams as needed.
6. Work Collaboratively with other GA's and Professional Staff to plan student staff training and in-service workshops as needed. Including the facilitation of activities, sessions, and coordination of small-scale training related projects such as BCD's/TOD's, Peer2peer training, etc.
7. Supervise over Resource Room Coordinator Collateral Position.
8. Co-Instruct PSYCH 440 – Resident Assistant Seminar in the Spring Semester.
9. Participate in campus-wide on-call rotation.
10. Attend Student Staff and Professional Staff Meetings as requested.
11. Schedule 15 in-office hours a week to be completed in a designated office and 5 out of office hours a week to be dedicated to staff meetings, program attendance, duty response, etc.
12. Other Areas of potential experience could include Sustainability Efforts, Student Advocacy, Staff Recognition, Staff Selection, etc.