



## Assistant Area Coordinator (AAC) – Job Description

**Time Frame:** August 3, 2020-May 12, 2020

**Commitment:** 20 hours each week

**Reports To:** Area Coordinator/Dean of Students

**Scholarship:** 100% of room and board

An Assistant Area Coordinator (AAC) serves within the residence hall as a peer leader, intentional friend, team member, administrative assistant, and event advisor for a community ranging from 130-200 students.

### General Qualifications:

Be a Corban student who has completed at least one year as a Resident Assistant (RA) and...

1. Demonstrates an authentic relationship with Jesus.
2. Displays collaborative leadership strengths.
3. Exhibits peer leadership abilities.
4. Is able to work unpredictable/irregular hours.
5. Is in good standing with campus offices.
6. Practices effective organizational skills.

### Academic Qualifications:

Be registered as an undergraduate student at Corban who...

1. Is on track with Reach requirements.
2. Possesses a cumulative G.P.A. of 3.0 or higher.
3. Registers for at least 12 undergraduate credits at Corban per semester or is registered in a Corban graduate program at a full-time pace.
4. Registers for no more than 18 credits per semester.
5. Registers for no more than 4 credits at any other institution or at the graduate level per semester.

### Responsibilities:



## Policies and Procedures

- Be familiar and compliant with Corban's Student Handbook as well as basic residence hall policies and procedures.

## Residence Life

- Resident Assistants:
  1. Assist in the creation of events that stimulate personal growth of students
  2. Assist RAs in the creation of hall themes based on biblical principles
  3. Attend all training sessions as outlined in the Hiring Process/Training Timeline
  4. Attend and assist in the leadership of weekly RA team meetings
  5. Attend Student Leadership class
  6. Conduct weekly administrative three or two-on-ones with RAs
  7. Support RAs as they intentionally set goals to help residents grow toward relational, emotional, academic, and spiritual maturity
- Area Coordinator:
  1. Assist in the opening and closing of the residence halls each semester
  2. Assist the AC in preparation for incoming residents
  3. Assist the AC in spiritual support of the RA team and other residents
  4. Assist the AC in the mentoring of individual students
  5. Attend meetings with other AACs for collaboration
  6. Meet weekly with AC
  7. Promptly administer various surveys, forms, and reports
  8. Promptly advise the AC of mental health, behavioral, social, physical and/or spiritual concerns observed within your resident population
  9. Perform other duties as assigned
- Student Population (in coordination with RAs):
  1. Develop and lead monthly residence hall meetings
  2. Develop leadership opportunities for returning residence hall students
  3. Encourage and support residents through the life issues they encounter
  4. Exert consistent and proactive disciplinary action when needed
  5. Positively communicate residence hall policies and expectations to residents
  6. Promote academic success through your own example and a consistency in enforcing quiet hours
  7. Provide a peace-making presence for roommate conflicts
  8. Provide leadership regarding fire code standards, building evacuation protocols, etc.
  9. Respond to potentially volatile moments with poise, grace, focus, etc.

## Community Life:



1. Accept no other commitments unless approved by your Area Coordinator
2. Be First Aid/CPR/AED certified and physically prepared to administer basic first aid (training offered on campus)
3. Foster a comfortable and receptive environment by interacting with your assigned residents on a regular basis
4. Maintain an on-campus presence most weeknights and weekends
5. Represent the University with maturity and professionalism
6. Staff the Student Life Desk 5 hours a week
7. Support and work effectively with other campus offices
8. Support, encourage and pray for ACs, fellow RAs, and University personnel
9. Take advantage of community opportunities by regularly attending Chapel, sport events, drama and music productions, and eating regularly at Corban Dining

**Job Limitations:**

1. AACs cannot be Education majors with Senior Block or the Senior Student Teaching requirements
2. AACs cannot work or volunteer (apart from Reach) more than five total hours a week
3. AACs cannot perform academic internships/practicums and work
4. AACs cannot perform academic internships/practicums and be an athlete
5. AACs cannot work and be an athlete