GRADUATE APARTMENT COORDINATOR (AC)
POSITION DESCRIPTION

General Description
The Apartment Coordinator (AC) is a live-in, graduate student staff member responsible for assisting the Assistant Director of Residence Life for Apartment Living with the successful provision of services, resources and programs in Creighton’s upper class apartment-style residence halls. Three positions exist, one each in Heider Hall, Opus Hall and Davis Square. The AC receives direct supervision from the Assistant Director of Residence Life for Apartment Living (ADRL for Apartment Living) and their employment period is on a 12-month cycle beginning June 1 and ending May 31.

Qualifications
• Bachelor’s degree with a G.P.A. that meets the graduate admission requirement.
• Prior residence hall staff experience is preferred and will be used as an initial criterion in evaluating candidates.

Academic & Student Responsibilities
An Apartment Coordinator must be enrolled in at least six (6) hours of graduate course work during the fall, spring, and summer semesters and maintain the required G.P.A. in their graduate field of study. An Apartment Coordinator lives out and models all expectations outlined in the Student Credo, the Creighton University Student Handbook, and the Department of Residence Life Student Staff Employment Agreement. An Apartment Coordinator cannot remain in the position if on Academic or Disciplinary Probation with the University.

Apartment Coordinator Responsibilities
Student & Community Development
1. Works to promote community & personal development in the context of a Jesuit, Catholic liberal arts institution.
2. Assists in creating an orderly environment that supports academic and personal pursuits. This includes, but is not limited to, mediating roommate conflicts, informing residents about any pertinent community news/announcements, and sponsoring events and/or activities that serve to build community.
3. Advises the building’s Apartment Council Executive Board to build community and receive student input.
4. Maintains a minimum of ten regular, scheduled office hours per week, two of which are held while working at the front desk.
5. Meets with the ADRL for Apartment Living to update her/him on resident concerns and hall issues.
6. Recognizes the special contributions of individual residents and staff members.
7. Coordinates efforts with the Community Partner including tracking of student attendance and providing reflection opportunities.
8. Maintains a monthly newsletter for residents of the apartment living area.
9. In Heider Hall, the AC will also co-supervise undergraduate Resident Assistant staff with the Assistant Director for Apartment Living.

Student Care & On-Call Duty
1. Responds to the personal needs and concerns of residents (and their families).
2. Performs on-call duty on rotating basis, 365 days a year for the apartment living areas along with the other graduate assistants. The Graduate Assistant on Duty (GAOD) serves as one of the first-response university official performing nightly duty tours through each apartment living facility.
3. Assists the ADRL in reviewing individual incidents, duty scheduling, and in tracking problems within the building.
4. Gains experience and involvement with the role of a judicial officer in advising an Integrity Council board.

Administration & Facility Operations
1. Responsible for maintaining all maintenance reports and the key/card inventory for the apartment facility.
2. Maintains accurate records of room assignments, Apartment Inventory Forms, check-ins/check-outs, occupancy reports, and other operational information relevant to that hall.
3. Conducts weekly inspections of the building’s physical environment and reports regularly to the Assistant Director of Operations.
4. Coordinates and conducts health and safety inspections during fall, winter and spring breaks.
5. Manages the May move-in/move-out building transition.

Front Desk Supervision & Hall Security
1. Serves as the primary supervisor for the Desk Receptionist (DR) staff for that specific hall, including: all hiring, training, evaluation, proper records for payroll, monthly meetings with DR staff and ongoing development of the DR staff for that specific hall.
2. Enforces departmental policies and procedures in regards to the front desk, hall access/security, and general hall practices.
3. Holds monthly Desk Receptionist meetings, providing training and supervisory updates.

Departmental & University Duties
1. Attends Residence Life and Apartment Living staff meetings and training sessions.
2. Meets weekly with the Assistant Director for Apartment Living.
3. Meets monthly with the other graduate students and the Assistant Director of Residence Life.
4. Participates in other department/university committees aimed at encouraging student and community development.
5. Completes other duties as assigned by the ADRL or senior staff members of the Department of Residence Life.

Remuneration
This 12 month, live-in appointment provides a graduate studies tuition (cap of 42 hours) and graduate tuition fees waiver of approximately $14,900.00 annually (based off the 2011-12 graduate school rate), a monthly stipend, a furnished one-bedroom apartment, and a super flex meal plan (120 meals and $200.00 bonus dollars per semester) during fall and spring semester and a 10 meal plan for summer (10 meals per week). This position is considered a minimum of 20hr per week position, which includes 2 weekly required paid hours at the front desk of the building. On call duty responsibilities do not fall within these hours. It is understood that due to the nature of the work, there may be weeks that are above or below the hours listed. On-call duty responsibilities for the Graduate Assistant team include all holidays and breaks. An AC can work up to an additional 8 paid hours at their front desk with the permission of the ADRL for Apartment Living. All other employment opportunities must be approved by the ADRL for Apartment Living. Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the Apartment Coordinator room and board benefit.

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