Assistant Resident Educator/Academic Support Coach Position
Norfolk State University
Housing & Residence Life
Job Analysis

General Description: The Assistant Resident Educator/Academic Support Coach (ARE/ASC) is a member of the Housing & Residence Life (HRL) team and reports to HRL Central Office Management Team. The ideal candidate will be responsible for providing support to the functional areas of the HRL, which include Administrative Services, Community Standards, and Residence Life & Academic Initiatives.

Job Specifications/Qualifications:

- Candidates must have completed the requirements for a Bachelor’s degree from an accredited higher education institution and be enrolled at Norfolk State University as a full-time, degree-seeking graduate student (at time of appointment).
- A GPA of 3.0 or better must be maintained as a requirement for the position.
- Candidates must have a completed graduate assistant application on file in Housing & Residence Life.
- Demonstrated skills in the following areas are highly desired: critical thinking, working independently, communication, organizing, attention to detail, ability to meet deadlines, staying flexible, and persistence.
- Demonstrated qualities in the following areas are highly desired: leadership and an interest in student growth and development.
- As the position is considered the graduate assistant’s primary non-academic activity, the ARE/ASC may not accept any other employment without prior written approval. Practica and internships must have prior written approval.

Duties and Responsibilities may include:

Administrative Services

- Assist the Associate Director for Business Operations and Community Standards (ADBOCS) with housing operations to include, but limited to, completing outstanding maintenance, conducting regular residence hall walk-throughs and checks, assisting vendors and contractors within the residence halls, and following up with the ADBOCS regarding findings.
- Assist in the development, implementation, and evaluation of customer care initiatives with hall residents.
- Support HRL, RHA, and RAC sponsored or co-sponsored events and/or programs assisting with inventory management, logistics, setup, etc.

Community Standards
• Assist the ADBOCS with the community standards process to include, but not limited to, conducting procedural interviews with students accused of policy violations ensuring students understand the process and determine sanctions as appropriate; conducting administrative hearings to determine an accused student’s responsibility when a student denies charges; maintaining student infraction and sanction data as prescribed; and serving as a liaison between Community Standards and Student Rights and Responsibilities.

• Assist in program evaluation processes at the department and divisional level to include but not limited to: program tallying, compiling survey data, and preparing evaluation summative reports.

*Residence Life & Academic Initiatives*

• Assist HRL staff (student & professional), sponsored groups, and partners in program development to include, but not limited to, active and passive programming, resource use coordination, and conducting weekly building walk-throughs of the halls to monitor bulletin boards and interact with student staff.

• Design posters, t-shirts, brochures, newsletters and multimedia projects designed to inform students as well as the campus community about programs, services, staff recruitment and events sponsored and co-sponsored by Housing & Residence Life.

• Work with the ADBOCS to upload movies, video, and pertinent messages to ResLife Cinema.

• Assist the Associate Director for Residence Life and Academic Initiatives (ADREAI) as co-advisor to the Residence Hall Association (RHA).

*Departmental Duties and Responsibilities*

• Assist with HRL functions and work closely with the Division of Student Affairs as well as other university departments to coordinate programming efforts.

• Assist in coordination of paraprofessional staff recruitment, trainings, staff meetings, in-service training sessions, and all appropriate retreats, workshops, or seminars assigned by HRL.

• Gather and study information and materials of current trends that other universities are implementing to ensure HRL is consistent with current trends and best practices.

• Actively participate in professional development and leadership opportunities which enhance the graduate assistant experience.

• The ARE/ASC will work a total of 29 hours per week; serve in a rotating on-call weekend duty rotation, as well as be available outside of scheduled work hours as needed.

• Other duties as assigned.
**Remuneration:** The graduate assistantship is a 10 month position (mandatory staff training begins in late July and responsibilities end in mid-May). The ARE/ASC will receive an hourly compensation of $13.00 and the position also includes a room and board scholarship. As this position is an hourly-wage employee and is classified as a graduate assistantship, standard employee benefits are not offered.

**For additional information, please contact:**
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