

Assistant Area Coordinator - Affinity Housing Position Description

GW's Division for Student Affairs engages and supports student learning by creating and fostering communities that promote personal development. Students are offered opportunities, services, and activities that promote connectedness and belonging. The Student Affairs team collaborates to support the mission to be academically rigorous and simultaneously student-centered.

In collaboration with the Area Coordinator (AC) over District House, the Assistant Area Coordinator (AAC) is responsible for the oversight of District House Affinities and serves as a point of contact for residential students and student staff members. District House Affinity living is an opportunity for students with shared interests or identities to live with one another in District House in dedicated 16 or 20-person community suites. The AAC helps to build community, fosters a sense of belonging, promotes health and well-being, and provides residents with the opportunity to learn. To learn more about affinity living please visit: <https://living.gwu.edu/affinity-housing>

Position Summary

- Supervise and advise undergraduate student staff members who are responsible for bulletin boards, door decs, low-level residential concerns, in-community hours, administrative tasks, intentional conversations, and program/event planning.
- AACs will work with their AC to enforce and uphold the student staff accountability model; leadership team approval may be needed in certain circumstances.
- Oversee the budget and planning of all events planned by District Affinity spaces in collaboration with Campus Partners and the AC.
- Plan, budget, and schedule one District Affinity Kickoff per semester in collaboration with Campus Partners (including the Faculty-in-Residence) and the AC.
- Attend weekly 1:1 meetings with AC, building team meetings, department/division meetings, and in-service/training sessions.
- Develop a response to and manage escalated room/suitemate conflicts and mediations, including student and parent/guardian follow-up; escalate cases to AC as needed.
- The AAC will work with the AC to integrate the Rev Up@Home curriculum.
- The AAC will serve on at least one departmental focus area (committee).
- The AAC will help with opening and closing of residential communities.
- The AAC will support CLRE processes and initiatives such as health and safety inspections.
- The AAC will have additional experiences designed with their supervisor which could include opportunities such as presenting at All-CLRE meetings or other appropriate student engagement experiences.
- Responsible for email, calendar, and voicemail management. All tasks should be completed in a timely and accurate fashion.

- Perform other duties as assigned including support for Division for Student Affairs and Campus Living and Residential Education-wide projects and initiatives including new student orientation, student success initiatives, and university events/traditions, as well as participating in and supporting special events and activities and representing unit/division at university-wide events.

This position serves up to 20 hours per week. An AAC is only approved to work more than 20 hours with supervisor and leadership team member approval. If an AAC works more than 20 hours in a week, then their hours in subsequent weeks must be reduced by the total number of hours worked over 20. There are some periods (outlined below) where Assistant Area Coordinators will not work or work less than 20 hours per week. This position is a live-in position (furnished apartment provided) and does not qualify for tuition reimbursement.

Periods when Assistant Area Coordinators will not work or work less than 20 hours per week:

- Thanksgiving break week (November 23-25) - up to 10 hours this week
- Fall 2026 Final Exam Period (December 11-17) - will not work. The last day of the Fall 2026 semester for Assistant Area Coordinators will be Monday, December 21.
- Spring break week (March 8-12) - will not work
- Spring 2027 Final Exam Period (May 1-7) - will not work. The last day of the Spring 2027 semester for Assistant Area Coordinators will be Friday, May 28. Assistant Area Coordinators must vacate their apartment unit within 2 weeks of their last day unless there is leadership approval to stay longer.

Minimum Qualifications

- **Enrollment:** Must be an enrolled full-time graduate student at The George Washington University for the 2026-2027 academic year.
- **Academic Standing:** Must maintain good academic standing and make satisfactory progress toward a graduate degree.
- **Availability:** Able to commit to 20 hours per week, primarily during evenings and some weekends.
- **Dates of Employment:** Must be available starting July 27, 2026 (early to mid July move-in).

Preferred Qualifications

Student Support & Engagement: Experience in residence life or student leadership; understands student development. **Conflict Mediation:** Skilled in mediation and referrals. **Admin:** Strong organizational skills. **Teamwork:** Collaborative and supervisory experience.

ELIGIBILITY AND TERMS OF EMPLOYMENT

- Applicants must be accepted in one of the University's academic programs.

- Applicants must maintain good academic and conduct standing with the University. A minimum 2.5 GPA is required at all times.
- The AAC is expected to show reasonable progress toward obtaining their degree. Dropping to less than full standing must be approved by the Director of Residential Education.
- The position is a 10-month position (starting in July 2026 and ending in May 2027). The AAC is selected for a term of employment of one academic year. The AAC may be reappointed from year to year based on their past work performance and qualifications as compared to those of new applicants. The AAC is expected to be present for all trainings (summer, winter, and during the academic year), unless approval is granted by their supervisor to be excused.
- This position has requirements that take place during business hours in addition to evening and weekend work requirements.
- Omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Expectations and dates outlined here are subject to change and advance communication will be given with any changes made.

REMUNERATION AND BENEFITS

- Hourly pay of \$22.00 per hour, paid bi-weekly.
- Furnished one-bedroom apartment
- Financial Aid Package implications: Please consult with a financial aid counselor regarding any questions you may have about how this reported amount may impact your financial aid.