

## Assistant Area Coordinator 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 an Area Coordinator (AC), the Assistant Area Coordinator (AAC) helps to build community, fosters a sense of belonging, and promotes health and wellbeing within the residence halls. They will work alongside the AC to supervise student staff, develop community events in line with Campus Living and Residential Education's (CLRE) residential curriculum, assist with administrative tasks, and have opportunities to contribute to CLRE projects and focus areas (committees) with other full-time staff and leadership.

## Position Summary

- In collaboration with an AC, 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.
- Attend weekly 1:1 meetings with AC, building team meetings, department/division meetings, and in-service/training sessions.
- Oversee hall councils within the assigned area in partnership with the AC.
- Develop a response to and manage escalated room/suitemate conflicts and mediations, including student and parent/guardian follow-up; escalate cases to ACs as needed.
- AACs will work with ACs to integrate the Rev Up@Home curriculum.
- AACs will serve on at least one departmental focus area.
- AACs will help with opening and closing of residential communities.
- AACs will support CLRE processes and initiatives such as health and safety inspections.
- AACs 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 full 2026-2027 academic year.
- **Academic and Conduct Standing:** Must maintain good academic and conduct 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). AACs are selected for a term of employment of one academic year. An AAC may be reappointed from year to year based on their past work performance and qualifications as compared to those of new applicants. AACs are 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.