

Supports move-in and move-out periods in residence

Supports the Residence and Housing Department, Campus Partner, and Residence Hall Association sponsored events through promotion and attendance

Attends or facilitates weekly staff meetings, as determined by the RLMT.

Attends staff and one-on-one meetings as scheduled at either the Burnaby Campus or

SUPERVISION RECEIVED & EXERCISED

Supervision Received

The Graduate Area Coordinator reports to the Residence Life Coordinator. The AC is evaluated throughout the term of their contract, which includes input from the RLMT.

The Graduate Area Coordinator also works under the guidance of the Academic Initiatives Coordinator to implement large-scale programming. In addition, the AC is supported by the entire Residence Life Management Team (RLMT).

The AC role provides the incumbent with experience in leadership mentorship, peer-support, event planning, guided team work and collaboration, team development, intercultural communication, critical incident response and problem solving skills. The Graduate Area Coordinator is not directly responsible for any supervision or job performance issues within a team. The Graduate Area Coordinator does provide mentorship and guidance in an informal capacity to 4 student staff on an area team.

Supervision Exercised

None; this position does not supervise other employees or students.

UNUSUAL WORKING CONDITIONS

This position is a live-in position with an assigned residence room in the SFU Residence at the Charles Chang Innovation Centre. The AC acts as a resource to the students in their area, and as appropriate, the residence system as a whole. The Graduate AC works a combination of pre-determined and flexible hours, which requires weekend and evening time commitments throughout the year.

The AC is responsible for balancing their academic, personal, and work commitments within the role. The AC attends Residence Life Staff Training prior to the start of the semester (this time period is included in the contract dates and attendance is mandatory).

The AC responds to various student concerns (as appropriate) which may include drop-ins outside of scheduled In Night shifts. In addition to regular duties, the AC takes part in a rotating In Night schedule during evenings, weekends, and holidays. In Night shifts includes responding

Minimum cumulative GPA of 2.5