Residential Education
Residential Tutoring Center & Academic Initiatives Assistant Coordinator

Position Description:

Graduate employment with the Department of Campus Residences provides a unique opportunity to assist in the development of student leaders outside of the classroom. The Residential Tutoring Centers & Academic Initiatives Assistant Coordinator works in support of students' academic success, by overseeing the function of the Residential Tutoring Center (RTC). The RTC is a free, walk-in-based tutoring service accredited by the College Reading and Learning Association that offers tutoring for STEM introductory and prerequisite courses. Thus, the functioning of the RTC is an integral part of the department and the division of Student Affairs. This position directly supervises approximately 30 tutors and several office assistants. They are to maintain open communication with the Undergraduate Colleges concerning facility usage, participate in department and University functions, and work closely with the Academic Success and Tutoring Center department. This position has significant evening-hour responsibilities.

Responsibilities:

Supervision & Leadership Development

- Actively participate in weekly supervision meetings with direct supervisors, and various stakeholders
- Assist in the tutor recruitment and selection process
- Develop, train, and supervise tutors, lead tutors, and an office assistant (approximately 10-20 staff members)
- Assist the Residence Hall Director with the supervision and training of Resident Assistants (RAs) in the areas of programming, functional assignments, spirit and pride, and campus culture
- Participate in weekly area staff and department meetings

Tutoring Center Collaborations and Management

- Maintains a relationship with the Academic Success and Tutoring Center
- Management of the Residential Tutoring Center for fall and spring semesters
- Plan and execute developmental events within the Residential Curriculum domains, connected to the Academic Success and Tutoring Center

- ○ 1 event must occur during the first 6 weeks of the term (not counting the large scale or WOW event)
- Facilitates trainings and develop common assessment benchmarks that align with standards set forth by the College Reading & Learning Association (CRLA) International Tutoring Training Program
- Performs tutor observations and evaluation in accordance with CRLA standards
- Manages data collection, assessment, and EAB/Navigate platform for tutor and tutee tracking
- Develops and implement marketing initiatives

Serve on an Administrator on Call team

- Serves as an Administrator On Call to respond to crisis within the residential communities, during the evening/weekend(s) throughout the academic year
- Serves as resource/referral agent for campus and community resources such as the Counseling and Psychological Services, Student Health Center, University Police, Financial Aid, etc.

Department and Committee Responsibilities

- Participate on the Academic Initiatives and Community Engagement committee and complete any assigned tasks as per the chair/advisor
- Responsible for SB Engaged data tracking as it relates to residential events and SBU Eats collaborations.
- Participate in weekly area staff and bi-weekly department meetings
- Participate in summer and/or winter training sessions and ongoing graduate/professional development
- In the event that there is a RHD vacancy on campus, the AC will assist with oversight of the building and staff

Qualifications:
Applicants must be enrolled in a graduate program at Stony Brook University. Ideal candidates for this position are enrolled in the Higher Education Administration program and are organized, adaptable, resourceful, and creative; have excellent verbal and written communication skills; demonstrate effective public speaking skills; can work independently and as a team member; and have strong decision-making skills. Campus Residences is an exciting, fast-paced environment. Candidates must be flexible, team-oriented, and passionate about student development.