



The University of Texas at Austin Housing and Dining

ASSISTANT COMPLEX COORDINATOR (RESIDENCE HALLS)

POSITION DESCRIPTION

The Assistant Complex Coordinator (ACC) assists Complex Coordinators with the administration and student development functions of a residence hall. This role also provides emergency response and participates in an on-call system for the residence halls. The position has a requirement to live in a one-bedroom apartment in the residence halls, and reports to a Complex Coordinator.

ROLE BREAKDOWN/ESTIMATED WEEKLY HOURS (20 TOTAL)

- 1:1s with Resident Assistants – 3 hours
- Residential Curriculum Planning – 2 hours
- Planning/Attending RA Staff Meetings – 3 hours
- On-call Responsibilities – 2 hours
- 1:1 with Supervisor – 1 hour
- Area Staff / All Residence Life Meetings – 2 hours
- Committee Meetings and Duties – 2 hours
- Advising Student Organizations – 2 hours
- Additional responsibilities (including residential engagement, stakeholder relations, and administrative projects) – 3 hours

REQUIRED QUALIFICATIONS

Applicant must have completed a Bachelor's degree and be accepted into a graduate program at The University of Texas at Austin.

PREFERRED QUALIFICATIONS

Preference will be given to Master's and Doctoral students in the Department of Educational Leadership and Policy, as well as graduate students with experience and/or background in Housing and Residence Life.

APPOINTMENT

This graduate appointment is a \$17.75/hour, 20 hours per week, 9-month assignment starting September 1st – May 31st with an additional summer appointment starting July 11th - Aug. 31st, 2024. Summer appointment is non-benefits eligible, paid, 40-hours a week assignment. UT Student Academic position insurance benefits package will be included during the academic year. *Driving a UT vehicle is considered a marginal task and employees will be asked to complete the driving requirements.*

ADDITIONAL BENEFITS

- Furnished on-campus, one-bedroom apartment
- On-campus meal plan
- Professional development funds (\$750 per academic year) available to attend a regional or national conference (requires supervisor approval)
- Master's and Doctoral students may qualify for in-state tuition
- Eligibility for insurance benefits package during the academic year

WORK HOURS

Work a maximum of 20 hours per week as required by all graduates at The University of Texas at Austin. Second-year graduate students may work up to 25 hours. Hours are to be scheduled between 10 AM and 5 PM, Monday-Friday, with some evening and prescheduled weekend hours.



"I love being able to interact with my student staff and guide them through their development. It provides me with a lot of opportunity to engage with student staff leaders in meaningful ways akin to the ways that full-time, post-masters professionals would."

Assistant Complex Coordinator (2020-22)

"Being on-call has helped me identify quick solutions to problems as well as connecting with RAs on a one-on-one basis has helped me in resolving conflicts."

Assistant Complex Coordinator (2021-22)

"I felt it would help me gain insight into the undergraduate student experience and the roles that students of color play in a predominately white institution."

Assistant Complex Coordinator (2021-22)

"I chose this position because I knew it would allow me to develop skills outside of the classroom in order to prepare myself for a career. I feel as if I have grown in ways I never thought I would as a professional."

Carlo Byrd (2022-23)

- **If you are a potential graduate student in the Department of Educational Leadership and Policy, please participate in the graduate assistant selection process.**

All other candidates, please send resume, letter of interest, and references to the Residence Life Professional Staff

- **Selection Committee at resliferecruitment@austin.utexas.edu**