



The University of Texas at Austin
Housing and Dining
 Division of Student Affairs

**Assistant Complex Coordinator
 (Residence Halls)
 Residence Life**

Position Description:

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

Appointment:

This graduate appointment is a \$12.89 per hour, 20 hour per week, 9-month assignment starting September 1 – May 31 with an additional summer appointment starting July 12th, 2021. UT Student Academic position insurance benefits package will be included during the academic year. Summer employment is required from July 12 - Aug. 31 in a non-benefits eligible assignment paid for hours worked, typically 40 hours per week; this position will not be eligible for a benefits package during summer employment. Qualification for in-state tuition may apply for Master's and Ph.D. students in the Department of Educational Leadership and Policy.

Additional Benefits:

- Furnished on-campus apartment
- On-campus meal plan
- Professional development funds (\$500 each long session) available to attend a regional or national conference (requires supervisor approval)
- May qualify for in-state tuition
- Eligibility for insurance benefits package during the academic year

Role Breakdown/Estimated Weekly Hours (20 total hours):

- Supervision (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
- Committees – 2 hours
- Advising Student Organizations – 2 hours
- Special projects (including judicial work, resident concerns, other big initiatives/assessments) – 3 hours

Work Hours:

Work a maximum of 20 hours per week as required by all graduates at The University of Texas at Austin. Hours to be scheduled between 10 AM and 5 PM, Monday–Friday, with some evening and prescheduled weekend 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 Requirements:

Preference will be given to Master's and Ph.D. students in the Department of Educational Leadership and Policy with experience and/or background in Housing and Residence Life.

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

All other candidates, please send resume and letter of interest for the position to:

Valeria Martin, Committee Chair, at vmartin@austin.utexas.edu



"I chose the ACC job because I knew it would be a challenge and therefore a great opportunity for growth and application of my Master's coursework. Working in UHD has been fast-paced, dynamic, and educating. I enjoy the excitement of no two days looking the same and the personal and intentional interactions I have with students. My largest area of growth has been as a supervisor. With my student staff, I have learned to develop relationships, set expectations, and understand my own leadership better!."

- Angela Lowe, Assistant Complex Coordinator / 2020-21



"Being an ACC has granted me a wide variety of opportunities to develop various competencies areas in terms of professional development. Working with students and professionals in such a great department has helped me grow rapidly as a professional and helped to focus my future plans to help me determine exactly what I want that future to look like. The opportunities to mold the experience to exactly what you'd like to get out of an assistantship are one of the great strengths about working with UHD because it's like having many assistantships in one!"

- Joffrey Niessen, Assistant Complex Coordinator / 2020-21