

# GRADUATE ASSISTANT COORDINATOR GUIDE

*Nova Southeastern's Writing and  
Communication Center*

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Hello and welcome to the Graduate Assistant Coordinator Guide (GAC)  
This manual includes detailed descriptions of day-to-day responsibilities, policy descriptions and important information on how to use your leadership role

effectively. The Writing and Communication Center (WCC) staffs over 70 student employees who have a variety of different roles to ensure the center runs smoothly. As a GAC you will work together to ensure employees are fully supported and managed. We are so excited to have you on this team!

## Positions

The WCC has a Large Staff. Familiarize yourself with the specific types of employees you will encounter every day.

<b>Executive Director</b>
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Dr. Kevin Dvorak

**Faculty Coordinators**



Dr. Kelly Cocannon



Dr. Eric Mason



Dr. Janine Morris

**Administrative Coordinator**

**Graduate Assistant Coordinators**

**Front Desk Assistants**

**Student Consultant**

**COMP Fellow**

## Opening and Closing Procedures

Listed below are the daily responsibilities required for opening and closing the WCC. See page 8-9 for a printable check list.

Opening	Closing
<ol style="list-style-type: none"><li>1. Slack "WCC is open" in Leadership chat</li><li>2. Check WCC email</li></ol>	<p><b>Storage Room</b></p> <ol style="list-style-type: none"><li>1. Make sure all laptops/iPads are accounted for and plugged in to charging station.</li></ol>

<ul style="list-style-type: none"> <li>a. Log in to your @nova.edu email (using the same password as your @mysnu.nova.edu email)</li> <li>b. Under your initials in the upper righthand corner, select “Open another mailbox” and type in <a href="mailto:wcc@nova.edu">wcc@nova.edu</a></li> <li>c. First, read all unread emails; double-check that “read” emails from the day before have been addressed appropriately by checking the Sent mail folder</li> <li>d. Respond to Unread emails as necessary</li> <li>e. Send online consultants (both grad and undergrad) group reminder email of their appointments for the day</li> <li>f. Keep the WCC email open throughout your shift. Check regularly and respond when appropriate/necessary.</li> <li>g. If unsure how to address any emails, consult with Kevin/Nikki via Slack</li> </ul> <p>3. Help FDAs with remaining tasks</p>	<ul style="list-style-type: none"> <li>2. Make sure the laptop/iPad cart is locked.</li> <li>3. Close the door.</li> </ul> <p><b>Offices (MGMT 1 &amp; 2, GA Coordinators)</b></p> <ul style="list-style-type: none"> <li>4. Make sure doors are closed.]</li> </ul> <p><b>TLS &amp; Studio, Nook</b></p> <ul style="list-style-type: none"> <li>5. Wipe down tables.</li> <li>6. Push in chairs.</li> <li>7. Wipe down furniture.</li> <li>8. Make sure furniture is organized.</li> <li>9. All remotes should remain attached to TVs.</li> <li>10. Make sure TLS computer is logged out.</li> </ul> <p><b>Shark Tank 1 &amp; 2</b></p> <ul style="list-style-type: none"> <li>11. Keep cords together.</li> <li>12. Wipe down tables.</li> <li>13. Push in chairs.</li> <li>14. Make sure doors are closed.</li> </ul> <p><b>FDA Desk/Front Desk</b></p> <ul style="list-style-type: none"> <li>15. Wipe down desk area.</li> <li>16. Make sure the speaker is on the charger in the GAC office.</li> <li>17. Push in chairs.</li> <li>18. Shut off lights.</li> </ul> <p>Make sure door locks.</p>
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Task	Initial
<b>Kitchen</b>	
Coffee grounds/filter are cleaned out, extra water is dumped & all parts left to dry	
Coffee maker is unplugged	
Counter tops are clean	

No dirty dishes in sink (clean if necessary)	
Lights turned off	
<b>Storage Room</b>	
All laptops/iPads are accounted for and plugged in to charge station	
Sanitize laptops and iPads	
Laptop/iPad cart is locked	
Lights are off and door is closed (& LOCKED)	
<b>Offices (MGMT 1 &amp; 2, GA Coordinators)</b>	
Lights turned off	
Doors are closed & locked	
<b>Shark Tanks</b>	
Cords are together	
Tables are wiped down	
Chairs are pushed in	
Doors are closed	
<b>Common Areas</b>	
Tables wiped down	
Charis are pushed in	
Furniture is organized	
All remotes are attached to monitors	
Monitors are asleep (DO NOT shut down)	

