GRADUATE ASSISTANT COORDINATOR GUIDE

Nova Southeastern's Writing and Communication Center

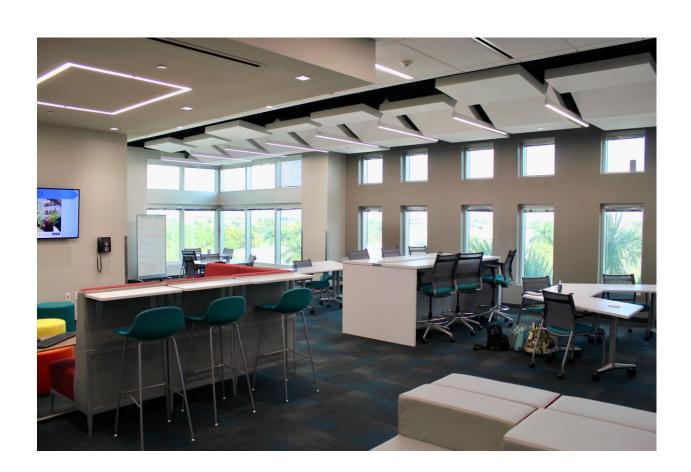


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Hello and welcome to the Graduate Assistant Coordinator Guide (GAC)

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.

Executive Director



Dr. Kevin Dvorak

Faculty Coordinators





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
 Slack "WCC is open" in Leadership chat Check WCC email 	Storage Room 1. Make sure all laptops/iPads are accounted for and plugged in to charging station.

- a. Log in to your @nova.edu email (using the same password as your @mynsu.nova.edu email)
- b. Under your initials in the upper righthand corner, select "Open another mailbox" and type in wcc@nova.edu
- 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
- d. Respond to Unread emails as necessary
- e. Send online consultants (both grad and undergrad) group reminder email of their appointments for the day
- f. Keep the WCC email open throughout your shift. Check regularly and respond when appropriate/necessary.
- g. If unsure how to address any emails, consult with Kevin/Nikki via Slack
- 3. Help FDAs with remaining tasks

- 2. Make sure the laptop/iPad cart is locked.
- 3. Close the door.

Offices (MGMT 1 & 2, GA Coordinators)

4. Make sure doors are closed.]

TLS & Studio, Nook

- 5. Wipe down tables.
- 6. Push in chairs.
- 7. Wipe down furniture.
- 8. Make sure furniture is organized.
- 9. All remotes should remain attached to TVs.
- 10. Make sure TLS computer is logged out.

Shark Tank 1 & 2

- 11. Keep cords together.
- 12. Wipe down tables.
- 13. Push in chairs.
- 14. Make sure doors are closed.

FDA Desk/Front Desk

- 15. Wipe down desk area.
- 16. Make sure the speaker is on the charger in the GAC office.
- 17. Push in chairs.
- 18. Shut off lights.

Make sure door locks.

Task	Initial
Kitchen	
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	
Storage Room	
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)	
Offices (MGMT 1 & 2, GA Coordinators)	
Lights turned off	
Doors are closed & locked	
Shark Tanks	
Cords are together	
Tables are wiped down	
Chairs are pushed in	
Doors are closed	
Common Areas	
Tables wiped down	
Charis are pushed in	
Furniture is organized	
All remotes are attached to monitors	
Monitors are asleep (DO NOT shut down)	