HOUSING & RESIDENCE LIFE RESIDENTIAL PRIORITY: Global Citizenship
UCF Housing residents will be active, engaged and productive Global Citizens. The residential priority encompasses: Self-Awareness, Cultural Competence, Community Engagement and Global Impact. As members of the Student Development and Enrollment Services division at the University of Central Florida, we believe in the values of Integrity, Scholarship, Community, Creativity, and Excellence guide our actions, decisions and behaviors.

SUMMARY OF POSITION
The Graduate Coordinator of Residence Life and Education is a live-in position designed for students enrolled full-time in a graduate level program at the University of Central Florida. Graduate staff work directly with professional and student staff to offer support, services and assistance to the members of UCF’s residential communities. Graduate coordinators supervise resident assistants, support residential curriculum, serve in the crisis response rotation, and assist with facilities management. Graduate staff will maintain 20 hours per week including evening hours for staff meetings, curriculum strategies, and in-community duties. Additionally, graduate staff serve in an on-call duty rotation throughout each semester.

RESPONSIBLE FOR: 6-10 RESIDENT ASSISTANTS or STUDENT STAFF
REPORTS TO: COORDINATOR, RESIDENCE LIFE AND EDUCATION

STAFF DEVELOPMENT/SUPERVISION
- Supervise and evaluate 6-10 Resident Assistants (RAs) or student staff, providing informal weekly or bi-weekly feedback and formal semester evaluations for each staff member. Evaluations should be written and conducted in conjunction with the Coordinator, Residence Life and Education
- Meet weekly or bi-weekly with Coordinator
- Assist with the development of student staff through regular one on one meetings
- Develop written agendas for weekly staff meetings and upload to shared online location
- Assist Coordinator in the planning and facilitation of weekly community staff meeting and create a community staff development plan
- Coordinate RA duty scheduling for assigned community
- Be available for, and participate in student staff training and selection including facilitation of in-community training
- Work with Coordinator to address instances where employee discipline must occur
- Develop goals and objectives with Coordinator for student staff and community, assist and/or oversee assessment for these
- Update supervisors in a timely fashion of any staff dynamic or personnel issues
ADMINISTRATIVE
• Maintain availability for and attend scheduled Residence Life staff meetings
• Prepare monthly and annual written reports for supervisor
• Maintain communication with your Coordinator reporting problems and other relevant information concerning the residential community
• Submit departmental reports and evaluations by designated deadlines
• Purchase, track, and ensure management of budget for curricular initiatives and staff development
• Assist in timely completion of RA timesheets
• Assist Coordinator in the day-to-day management of the community office
• Assist with community and staff equipment audits
• Responsible for proper email, calendar, and voicemail management and response

RISK MANAGEMENT, INCIDENT RESPONSE AND SAFETY
• Participate in an on-call duty rotation schedule with other graduate staff, which may include Thanksgiving, Spring Break, and Summer semester
• Respond to situations as instructed by DHRL incident response procedures and protocols, training, and/or professional staff members
• Confront and document inappropriate behavior
• Work closely with Coordinator to identify students in need of support, making appropriate referrals
• When serving in an on-call capacity, graduate coordinators must abide by on-call expectations
• Provide follow-up support to students involved in incidents
• Serve as essential personnel during departmental and university special events

STUDENT CONDUCT
• Be knowledgeable of and enforce University Rules of Conduct and Department policies as stated in the Community Living Guide
• Adjudicate student conduct hearings for violations of the Community Living Guide and Rules of Conduct
• Work with the Office of Student Conduct when necessary to follow up on policy violations, and assist with issues related to student conduct
• Complete administrative processes through use of Maxient software

RESIDENTIAL CURRICULUM/COMMUNITY DEVELOPMENT
• Assist and support RAs in the planning, training, implementation, and evaluation of residential curriculum as prescribed by DHRL
• Facilitate and promote student initiatives that enhance the living/learning environment
• Oversee and assess residential curriculum for RAs
• Provide information for the community newsletter as directed by residential curriculum
• Attend community functions and programs, including community-wide events
• Assist RAs in completion of Roommate Agreements, facilitating agreements for RAs with roommates
• Attend community meetings throughout the year to meet and greet residents
• Assist in mediating conflicts within assigned area(s)
• Assist RAs in initiating ongoing interactions with students as well as connect students with campus and community resources that enhance their academic experience
• Develop relationships with individual students in order to be engaged in the community.
• Interact with and be available to residents, staff and community partners.
• Contribute to departmental initiatives that focus on the creation of active, engaged and productive communities.
BUILDING MANAGEMENT
- Assist in coordination of move-in, move-outs, and turns throughout the year
- Perform regular inspection of your assigned building(s), paying special attention to facility and safety concerns
- Train student staff how to conduct thorough building rounds, paying attention to facility concerns
- Submit work orders as needed through online work order system(s)
- Know and interact with your community’s facility staff
- Work with Coordinator to refer maintenance needs to the appropriate personnel and follow up as needed
- Work with your Coordinator to schedule and facilitate fire drills
- Supervise Health and Safety inspections completed by your RA team and complete all paperwork and follow up with students in a timely manner
- Conduct Health & Safety Inspections of your RA staff
- Oversee the thorough and accurate documentation of Room Condition Inventories for assigned buildings, document and assist with damage billing accordingly

ADDITIONAL EXPECTATIONS
- Must successfully pass background check
- Must sign and adhere to the graduate agreement before official hire
- Must be an admitted student in a degree granting graduate level program at UCF by the time of hire
- Maintain a full-time credit load in a graduate-level, degree-seeking program at the University of Central Florida
- As live-in staff, graduate staff are expected to maintain residency in their assigned apartment
- Maintain weekly scheduled community office hours. These hours must be conducted over the course of each of the five business days of the week, during the hours of 8am-5pm, unless academic commitments conflict. Graduate staff should flex their office hours to offset the weekend/evening commitments in the community
- Ability to work nights/weekends and during special periods of time including staff recruitment/selection, training and opening/closing
- Serve on departmental committees
- Serve as a representative of the Department of Housing and Residence Life
- Graduate Coordinators are considered essential personnel and will respond as directed to UCF emergency situations. You may be required to be on duty during University-wide events such as hurricanes or other emergencies when all Housing and Residence Life staff are needed. These instructions will come from the Director or his or her designee.
- Perform other duties as assigned by the Housing & Residence Life department
- Preference may be given to graduate students enrolling in the Higher Education and Policy Studies graduate program
- Staff are hired for the duration of a single graduate program. Staff who plan to enroll in an additional graduate program will be required to reapply for the position.

COMPENSATION
UCF Graduate Coordinators receive a tuition waiver for full-time graduate enrollment (nine graduate credit hours) per semester (not including fees) and partial reimbursement for Student Health Insurance policy premium. In addition, compensation includes a staff room at no cost to the student and $13.52/hour for the twenty hours worked. This monetary compensation is paid on a bi-weekly basis.