SUMMARY OF POSITION
The Living-Learning Communities Graduate Residence Coordinator (LLC GRC) is a live-in position designed for a bachelor’s level professional enrolled full-time in a graduate level program at the University of Central Florida. The LLC GRC is responsible for liaising with faculty and campus partners, overseeing the day-to-day administration, coordinating assessment initiatives, advising LLC staff and participants, and serving in the crisis response rotation.

LLC GRC will maintain a minimum of 20 office hours per week and 10 evening hours per week for programming, on call response and in-community duties.

RESPONSIBLE FOR: 14 Living-Learning Communities
REPORTS TO: Assistant Director of Academic Initiatives

DEVELOPMENT & SUPERVISION
- Provide yearly and on-going training to LLC RAs
- Be available for, and participate in student staff training
- Assist with staff selection
- Provide on-going feedback and support to student staff to meet positional responsibilities
- Mentor residents and staff in areas that assist with their development
- Follow up on concerns and convey information as requested
- Serve on at least one departmental committee

RISK MANAGEMENT/INCIDENT RESPONSE
- Participate in an on-call schedule, including Thanksgiving and Spring Break
- Respond to incidents as instructed by incident response procedures and protocols, training, DHRL policies, and/or professional staff members
- Confront and document inappropriate behavior
- Make appropriate referrals for students in need of services
- Work closely with professional staff to identify students in need of support and outreach
ADMINISTRATION
- Meet with students, resident assistants, faculty, and departmental and Divisional staff members
- Meet weekly with the Assistant Director of Academic Initiatives
- Prepare monthly and annual reports or research projects
- Assist in communicating the LLC housing application and placement process
- Monitor and purchase LLC programmatic supplies
- Support ongoing assessment of LLCs and learning outcomes
- Design and deliver academic success presentations
- Attend all Residence Life Staff meetings as directed

ADDITIONAL EXPECTATIONS
- Develop a working relationship with the Housing & Residence Life pro-staff, UCF faculty, Student Development and Enrollment Services staff, and other support organizations
- Must successfully pass a background check
- Must have a clear conduct record if s/he is a former UCF student
- 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 UCF
- Maintain 20 weekly scheduled community office hours. GRCs community office 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
- Willingness to work nights, weekends and during special periods of time including staff recruitment, selection, training, opening and closing.
- Perform other duties as assigned by the Housing & Residence Life department

COMPENSATION
UCF Graduate Residence Coordinators receive a tuition waiver for up to nine (9) 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 $10.62/hour for the twenty office hours worked.