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.

POSITION SUMMARY
The Greek Graduate Coordinator for Residence Life and Education is a live-in position designed for a graduate student enrolled full time in a graduate level program at the University of Central Florida. As a member of the Housing & Residence Life staff, the Greek Graduate Coordinator will support community development, serve in crisis response rotation and assist in facilities management for our Greek affiliated houses. Greek Graduate Coordinators will maintain 20 office hours per week. These hours will be split between the Greek House and the Lake Claire Community. Additionally, Greek graduate staff serve in an on-call duty rotation throughout each semester.

RESPONSIBLE FOR: 3-5 RESIDENT ASSISTANTS or STUDENT STAFF
REPORTS TO: COORDINATOR, RESIDENCE LIFE AND EDUCATION

STAFF DEVELOPMENT/SUPERVISION
• Supervise and evaluate 3-5 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 with Coordinator
• Provide a mentoring relationship that assists with the development of student staff through regular one on one meetings with student staff
• Develop written agendas for weekly staff meetings
• 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

FACILITATING A RESIDENTIAL PRIORITY
• 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.

**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

**COMMUNITY DEVELOPMENT**
• Attend area functions and programs as appropriate including community-wide and Chapter House programs.
• Facilitate opening meetings at the beginning of semester to meet and welcome residents.
• Maintain availability in their community to assist students with academic, personal, social and safety concerns.
• Work with campus partners and off-campus support services to conduct appropriate referrals.
• Complete roommate agreements for Greek affiliated house residents.

**RISK MANAGEMENT, INCIDENT RESPONSE AND SAFETY**
• Participate in a weekly rotating on call schedule to provide response, support and guidance in designated area, including during university breaks.
• Enforce University and Departmental rules, regulations, policies and guidelines.
• Communicate and work with the Coordinator to identify students of concern, including follow-up conversations and documentation.
• Confront and adjudicate violations of the *Community Living Guide* and *Rules of Conduct* under the guidance of the Coordinator.

**FACILITY MANAGEMENT**
• Perform a weekly inspection of their assigned building, giving attention to facility and safety concerns.
• Meet with their House Executive Board to address and communicate concerns.
• Establish a working relationship with their facility staff to communicate and respond to concerns.
• Work with the Coordinator to refer maintenance needs to the appropriate personnel and follow up as needed.
• Submit work orders through the online work order system.
• Work with the Coordinator to coordinate and facilitate fire drills.
• Conduct/coordinate health and safety inspections, facility walkthroughs and occupancy checks, and key/card access.
• Oversee the documentation of Room Condition Inventories for assigned building.

**ADMINISTRATIVE**
• Responsible for the functional operations of a residential community, including opening/closing/etc.
• Meet and communicate weekly with the Coordinator.
- Maintain communication with the Coordinator reporting problems and other relevant information concerning the Greek affiliated house(s)
- Submit written monthly, annual and departmental reports by designated deadlines
- Participate in and attend departmental committees and departmental meetings
- Work with various databases, including Dashboard, Maxient, RMS, etc.
- Responsible for proper e-mail, calendar and voicemail management and response
- Complete a variety of administrative tasks throughout their employment. They must be completed in a timely and accurate manner
- Serve as a representative of the Department of Housing and Residence Life and as a partner to Student Development and Enrollment Services

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
- Willingness 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

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.