Position Description & Responsibilities

Greek Graduate Residence Coordinator

SUMMARY OF POSITION
The Greek Graduate Residence Coordinator (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. Greek GRCs supervise residence hall and apartment patrol student staff, support community development, serve in the crisis response rotation, and assist in facilities management.

Greek GRCs will maintain 20 office hours per week, which are divided between Apollo Community and the Greek house, and 10 evening hours per week for on call response and in-community duties.

RESPONSIBLE FOR: 7-12 Resident Hall and Apartment Patrol
REPORTS TO: Area Coordinator

STAFF DEVELOPMENT/SUPERVISION
- Supervise and evaluate RHAPs, providing informal weekly feedback and formal semester evaluations for each staff member
- Provide a mentoring relationship that assists with the development of student staff
- Conduct bi-weekly staff meetings, complete with a written agenda for distribution to staff and supervisor
- Work with GRCs in assigned community to coordinate RHAP duty scheduling
- Be available and in your community nightly.
- Follow-up on concerns and convey related information as requested
- Be available for, and participate in RA training
- Assist with staff selection
- Provide ongoing feedback and support to student staff in order to bring about successful completion of position responsibilities
- Work with Area Coordinator to create a staff development plan for RHAP team for academic year
- Work with Area Coordinator to address instances where employee discipline must occur

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
- Assist in the adjudication of student conduct cases
- Work closely with Area Coordinator to identify students in need of support and outreach
- As live-in staff, GRCs are expected to sleep in their apartments nightly

STUDENT CONDUCT
- Be knowledgeable of University and Department policies as stated in The Golden Rule, Community Living Guide, and Student Rules of Conduct
- Enforce University and Departmental rules, regulations, policies, and guidelines
- Conduct student hearings for violations of the *Community Living Guide* and *Rules of Conduct*
- Provide follow-up support to students in need
- Work with the Office of Student Conduct when necessary to follow up on policy violations, and assist with issues related to student conduct

**BUILDING MANAGEMENT**
- Perform a weekly inspection of your assigned building(s), paying special attention to facility and safety concerns
- Submit work orders as needed through the university online work order system
- Meet with House Executive Board to address concerns
- Know and interact with your building facility staff
- Work with Area Coordinator to refer maintenance needs to the appropriate personnel and follow up as needed
- Work with your Area Coordinator to coordinate and facilitate fire drills
- Conduct Health and Safety inspections in each Greek house
- Complete all paperwork and follow up with students in a timely manner
- Assist in the opening and closing of assigned community
- Work with Area Coordinator to oversee expectations for RHAPs during opening and closing
- Oversee the thorough and accurate documentation of Room Condition Inventories for assigned buildings
- Assist in coordination of move-in and move-outs throughout the year, document and assist with damage billing accordingly.

**ADMINISTRATIVE**
- Meet with Residence Life Professional Team
- Meet weekly with Area Coordinator
- Prepare monthly and annual written reports for supervisor
- Serve as a representative of the Department of Housing and Residence Life
- Maintain current communication with your Area Coordinator reporting problems and other relevant information concerning the residence halls and apartments
- Develop goals and objectives with Area Coordinator for student staff and community, assist and/or oversee assessment for these
- Submit departmental reports and evaluations by designated deadlines
- Manage budget for programming and staff development
- Assist in timely completion of RHAP timesheets
- Assist Area Coordinator in the day-to-day management of the Area Community Office
- Serve on departmental committees

**COMMUNITY DEVELOPMENT**
- Attend area functions and programs as appropriate including community-wide or Chapter House programs
- Be alert to the health and safety issues concerning students, and where necessary, assist students with academic, personal, social and health issues
- Become acquainted with the residents in your area
- Make appropriate referrals to various campus offices and personnel as well as off-campus support services
- Complete roommate agreements for your residents
- Attend Opening Meetings at beginning of semester to meet and greet residents
- Assist in mediating conflicts within assigned area(s)
- Initiating ongoing interactions with students as well as connect students with campus and community resources that enhance their academic experience
- Be visible, available, and accessible to your residents and staff
ADDITIONAL EXPECTATIONS

- Must successfully pass a background check
- Must have a clear conduct record if s/he were a former UCF student
- Must be an admitted student in a degree granting graduate level program at UCF by the time of hire
- Must sign and adhere to everything within the GRC Agreement before official hire
- Maintain a full-time credit load in a graduate-level, degree-seeking program at the University of Central Florida
- 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
- Be available for 10 after hours events a week (i.e. programming, staff meetings)
- response and any in-community duties
- Willingness to work nights/weekends and during special periods of time including staff recruitment/selection, training and opening/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.