POSITION DESCRIPTION & RESPONSIBILITIES

Graduate Residence Coordinator

SUMMARY OF POSITION
The 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. GRCs work directly with professional and student staff to offer support in services and assistance to the members of the UCF’s residence hall and apartment population. GRCs supervise resident assistants, support community development, serve in the crisis response rotation, and assist in facilities management.

GRCs 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: 7-10 RESIDENT ASSISTANTS
REPORTS TO: AREA COORDINATOR

STAFF DEVELOPMENT/SUPERVISION
- Supervise and evaluate 7-10 RAs, providing informal weekly or bi-weekly feedback and formal semester evaluations for each staff member. Review results with Area Coordinator
- Provide a mentoring relationship that assists with the development of student staff
- Conduct weekly staff meetings, complete with a written agenda for distribution to staff and supervisor
- Assist Area Coordinator in the planning and facilitation of weekly community staff meeting
- Work with GRCs in assigned community to coordinate RA duty scheduling
- Follow-up on concerns and convey related information as requested
- Be available for, and participate in student staff 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 community staff development
- Work with Area Coordinator to address instances where employee discipline must occur

INCIDENT RESPONSE
- Participate in an on-call schedule with other GRCs, 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
- Be available and in your community nightly. As live-in staff, GRCs are expected to sleep in their apartments nightly.
- Make appropriate referrals for students in need of services
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
- Adjudicate 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
- Know and interact with your zone’s 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
- 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.
- Assist in the coordination of Opening and Closing for assigned community. Work with Area Coordinator to oversee expectations for RAs during such times
- 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

- Attend scheduled Residence Life staff meetings
- 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 RA timesheets
- Assist Area Coordinator in the day-to-day management of the Area Community Office
- Serve on departmental committees

COMMUNITY DEVELOPMENT

- Assist and support RAs in the planning, implementation, and evaluation of community programs as prescribed by the DHRL Community Development Model
- Facilitate and promote student initiatives that enhance the living/learning environment
- Oversee and track programming and financial paperwork for RAs
- Provide information for the monthly community newsletter
- Attend area functions and programs as appropriate including community-wide 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
- Assist RAs in completion of Roommate Agreements
- Attend Opening Meetings at beginning of semester 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
- Be visible, available, and accessible to your residents and RAs

**ADDITIONAL EXPECTATIONS**
- Must successful pass background check
- Must have 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.