



# Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

## POSITION DESCRIPTION AND RESPONSIBILITIES SAFETY AND SECURITY GRADUATE COORDINATOR OF RESIDENCE LIFE AND EDUCATION

### HOUSING & RESIDENCE LIFE RESIDENTIAL PRIORITY: **Global Citizenship**

UCF Housing residents will be active, engaged and productive Global Citizens. Residential priority encompass: 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 Safety & Security Graduate Coordinator of Residence Life and Education is responsible for the coordination and training of residence hall safety and security and assisting in the supervision of the Residence Hall and Apartment Patrol. The Residence Hall and Apartment Patrol (RHAPs) are integral members of the Department of Housing and Residence Life. RHAPs responsible for the safety of the university communities and students, during the hours of 11:30pm to 8:00am.

The major responsibilities of the Safety & Security Graduate Residence Coordinator include training all levels of staff on residence hall safety and security; coordinating the Residence Hall and Apartment Patrol Staff; creation and implementation of proactive educational efforts about residence hall and resident safety; and working cooperatively with other departmental and university staff about residence hall safety and security.

The Graduate Coordinator of Safety and Security 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 the UCF's residential communities. The Graduate Coordinator will also serve on departmental committees and attend various trainings, including ongoing professional development sessions. 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:** Assisting in the supervision of 60+ Residence Hall and Apartment Patrol Staff

**REPORTS TO:** Coordinator, Safety and Security

### ADMINISTRATIVE

- Assist in the day-to-day management of the Resident Hall and Apartment Patrol.
- Assist in the development of goals, objectives and expectations for staff in various communities.
- Conduct bi-weekly one-on-one meetings with Lead Residence Hall and Apartment Patrol staff members.
- Maintain accurate scheduling and staff roster for staffing of communities; distribute schedule and roster to staff on a weekly and monthly basis.
- Prepare monthly and annual written reports and evaluations by designated deadlines to supervisor.
- Responsible for maintaining and updating Residence Hall and Apartment Patrol Manual and other related job documents.

- Responsible for proper e-mail, calendar and voicemail management and response
- Work with various databases, including Dashboard, Maxient, RMS, etc.

### **RISK MANAGEMENT AND INCIDENT RESPONSE**

- Confront, document and enforce University and Departmental rules, regulations, policies and guidelines
- Participate in an annual on-call duty rotation schedule with other graduate staff, which may include Thanksgiving and Spring Breaks for at least 2 weeks each semester (Fall, Spring, Summer)
- Provide follow-up support to students involved in incidents
- Respond to incidents over the phone and in person during assigned on-call weeks between 4:45pm-8:00am on weekdays and 24 hours/day over weekend days
- Respond to situations as instructed by DHRL incident response procedures and protocols, training, and/or professional staff members
- Serve as vital and important personnel during departmental and university special events
- When serving in an on-call capacity, graduate coordinators must abide by on-call expectations
- Work closely with Coordinator to identify students in need of support, making appropriate referrals

### **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 global citizens
- Support curricular initiatives in the community

### **STUDENT CONDUCT**

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

### **STAFF DEVELOPMENT/SUPERVISION**

- Assist in the development of marketing and recruitment materials to promote the Residence Hall and Apartment Patrol positions; actively and personally recruit undergraduate students.
- Assist in the selection and training of all Department of Housing and Residence Life staff, as well as assist in the training of safety and security measures in the residence halls.
- Assist in the supervision of approximately 60+ Residence Hall and Apartment Patrol staff and Lead Residence Hall and Apartment Patrol staff members, including follow-up on staff performance issues and documenting them as necessary.
- Conduct bi-weekly staff meetings, complete with a written agenda for distribution to staff and supervisor.
- Conduct late-night rounds once a week to observe staff and get acquainted with them.
- Coordinate shadowing program for new staff before first full night of work.
- Meet weekly or bi-weekly with Coordinator

## **SAFETY AND SECURITY EDUCATION**

- Work collaboratively with University Police, Office of Emergency Management, UCF Cares and other relevant University departments and officials to educate residents about campus crime statistics as well as to provide educational materials and programs regarding safety and security
- Work collaboratively with campus partners to coordinate presentations regarding safety and security in the residence halls to all Department of Housing and Residence Life staff and students.
- Work directly with Assistant Directors and Coordinators to identify community and building specific issues and provide educational programs or materials to address such issues.
- Work to explore safety and security issues within residential campus to promote a safe living and learning environment for all students.

## **ADDITIONAL EXPECTATIONS**

- Ability to work nights/weekends and during special periods of time including staff recruitment/selection, training and opening/closing
- As live-in staff, graduate staff are expected to maintain residency in their assigned apartment
- Graduate Coordinators are considered vital and important and will respond as directed to UCF emergency situations. You may be asked to assist during University-wide events such as hurricanes or other emergencies when Housing and Residence Life staff are needed. These instructions will come from the Director or designee.
- Maintain a full-time credit load in a graduate-level, degree-seeking program at UCF
- Maintain at least a 3.0 GPA in graduate program
- Maintain availability for and attend scheduled departmental meetings and trainings as directed
- 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
- May be reassigned at the discretion and needs of the Department of Housing and Residence Life
- Must abide by the UCF Golden Rule and Community Living Guide
- Must be an admitted student in a degree granting graduate level program at UCF by the time of hire
- Must sign and adhere to the graduate agreement before official hire
- Must successfully pass background check
- 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
- Serve as a representative of the Department of Housing and Residence Life
- Serve on departmental committees
- 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. Staff who depart prior to the end of the semester may be required to pay back the remaining balance on their tuition waiver. In addition, compensation includes a staff room at no cost to the student and \$13.54/hour for the twenty hours worked. This monetary compensation is paid on a bi-weekly basis.

Graduate Coordinator Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor Signature\_\_\_\_\_ Date\_\_\_\_\_