



Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

POSITION DESCRIPTION AND RESPONSIBILITIES 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. 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 the values of Integrity, Scholarship, Community, Creativity, and Excellence guide our actions, decisions and behaviors.

SUMMARY OF POSITION

The Graduate Coordinator of Residence Life and Education 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. Graduate Coordinators assist in the supervision of Resident Assistants, support residential curriculum, serve in the crisis response rotation, and assist with facilities management. 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 6-17 Resident Assistants or Student Staff

REPORTS TO: Coordinator, Residence Life and Education

ADMINISTRATIVE

- Assist Coordinator in the day-to-day management of the community
- Assist in timely completion of RA timesheets
- Assist with community and staff equipment audits
- Maintain communication with Coordinator reporting problems and other relevant information concerning the residential community
- Purchase, track, and ensure management of budget for curricular initiatives and staff development
- Responsible for proper e-mail, calendar, and voicemail management and response
- Responsible for the functional operations of a residential community, including opening/closing/etc.
- Submit written monthly, annual and departmental reports by designated deadlines
- 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

FACILITY MANAGEMENT

- Assist in coordination of move-in, move-outs, and turns throughout the year
- Conduct Health & Safety Inspections of your RA staff
- Establish a working relationship with facility staff to communicate and respond to concerns
- Oversee the thorough and accurate documentation of Room Condition Inventories for assigned buildings, document and assist with damage billing accordingly
- Perform regular inspection of your assigned building(s), identifying facility and safety concerns
- Submit work orders as needed through online work order system(s)
- Supervise Health and Safety inspections completed by your RA team and complete all paperwork and follow up with students in a timely manner
- Train student staff how to conduct thorough building rounds, paying attention to facility concerns
- Work with the Coordinator to schedule and facilitate fire drills
- Work with the Coordinator to refer maintenance needs to the appropriate personnel and follow up as needed

STAFF DEVELOPMENT/SUPERVISION

- Assist Coordinator in the planning and facilitation of weekly community staff meeting and create a community staff development plan
- Assist in the supervision and evaluation of 6-17 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
- Assist with the development of student staff through regular one on one meetings
- Coordinate RA duty scheduling for assigned community
- Develop goals and objectives with Coordinator for student staff and community including assessment
- Develop written agendas for weekly staff meetings and upload to shared online location
- Meet weekly or bi-weekly with Coordinator
- Participate in student staff training and selection including facilitation of in community training
- Update supervisors in a timely fashion of any staff dynamic or personnel issues
- Work with Coordinator to address instances where employee discipline must occur

CURRICULUM DEVELOPMENT

- Assist and support RAs in the planning, training, implementation, and evaluation of residential curriculum as prescribed by DHRL
- Facilitate and promote student initiatives that enhance the living/learning environment
- Oversee and assess residential curriculum for RAs

- Provide information for the community newsletter as directed by residential curriculum
- Attend community functions and programs, including community-wide events
- Assist RAs in completion of Roommate Agreements, facilitating agreements for RAs with roommates
- Attend community meetings throughout the year 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
- 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

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 \$13.52/hour for the twenty hours worked. This monetary compensation is paid on a bi-weekly basis.

Graduate Coordinator Signature_____ Date_____

Supervisor Signature_____ Date_____