



Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

POSITION DESCRIPTION AND RESPONSIBILITIES CONFERENCE HOUSING SERVICES GRADUATE COORDINATOR

SUMMARY OF POSITION

The Housing Conference Services graduate assistant position is a live in position. The major responsibilities include working with the software to manage the conference program, oversight of the intern housing program, assisting with conference assistant recruitment and training and working with assessment. 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 with oversight of the conference program

REPORTS TO: Associate Director, Housing and Residence Life

ADMINISTRATIVE

- Assist with oversight and attend scheduled Conference Assistant staff meetings
- Assist with database and work with conference software
- Serve as a representative of the Department of Housing and Residence Life and represent the department on various committees
- Assist and/or oversee assessment for conference services
- Assist the Coordinator in the day-to-day management of the program
- Prepare weekly and monthly written reports as needed

INTERN OVERSIGHT

- Oversee intern planning and projections
- Oversee check in and out logistics
- Review applications and the required documentation
- Assist with room assignments for this population

SOFTWARE AND DATA MANAGEMENT

- Work with Qualtrics, StarRez, Erezlife or other software program to manage conference events, services, databases and assessments.
- Assist with manual creation as needed

ASSESSMENT DEVELOPMENT

- Assist with the design, implementation and data collection of group survey results
- Prepare reports as needed

RISK MANAGEMENT AND INCIDENT RESPONSE

- 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 the Coordinator to identify problems

STAFF DEVELOPMENT

- Assist in the development of marketing and recruitment materials to promote the conference positions
- Assist in the selection and training of Department of Housing and Residence Life staff, as well as assist in the training of safety and security measures

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 _____

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.