POSITION DESCRIPTION AND RESPONSIBILITIES

HOUSING & RESIDENCE LIFE RESIDENTIAL PRIORITY: Global Citizenship

UCF Housing residents will be active, engaged and productive Global Citizens. The residential priority encompasses: Community Engagement, Self-Awareness, and Equity & Inclusion. 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
Graduate Coordinator of Academic Initiatives is a live-in position designed for students enrolled full-time in a graduate level program at the University of Central Florida. The Graduate Coordinator Academic Indicatives is responsible for serving as a liaison with faculty and campus partners, overseeing the day-to-day administration, coordinating assessment initiatives, collaborating with Living Learning Community staff and participants, and serving in the crisis response rotation. Graduate staff work directly with professional and student staff to offer support, services and assistance to the members of UCF’s residential communities. Graduate staff will maintain 20 hours per week including evening hours for staff meetings, curriculum strategies, and departmental duties. Additionally, graduate staff serve in an on-call duty rotation throughout each semester.

RESPONSIBLE FOR: Assisting in the oversight of 11 Living Learning Communities and Academic Initiatives
REPORTS TO: Assistant Director of Academic Initiatives

ADMINISTRATIVE
- Assist in communicating the LLC housing application and placement process
- Attend all Residence Life Staff meetings as directed
- Design and deliver academic success presentations
- Meet weekly or bi-weekly with the Assistant Director of Academic Initiatives
- Meet with students, resident assistants, faculty, departmental and divisional staff members
- Monitor and purchase LLC programmatic supplies
- Prepare monthly and annual reports or research projects
- Responsible for proper e-mail, calendar and voicemail management and response
- Support ongoing assessment of LLCs and learning outcomes
- 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

**CURRICULUM DEVELOPMENT**
• Assist with departmental assessment initiatives
• Assist with departmental grants and research initiatives
• Assist with the annual development, assessment, and review of the Residential Curriculum
• Be available for, and participate in student staff training and selection initiatives
• Follow up on concerns and convey information as requested
• Mentor residents and staff in areas that assist with their development
• Provide on-going feedback and support to student staff to meet positional responsibilities
• Work collaboratively with campus partners on Living Learning Communities and academic initiatives

**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
• 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.
Your signature here confirms that you have thoroughly reviewed this document and agree to abide by all directives and understand all requirements for the Graduate Coordinator of Academic Initiatives position for the 2020-2021 academic year, which have been outlined in this document.

GC Name (Print): __________________________________________________________ PID: __________________
GC Name (Signature): ____________________________________________________ Date: __________________
Supervisor Signature ________________________________________________ Date __________________