



Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

POSITION DESCRIPTION AND RESPONSIBILITIES GRADUATE COORDINATOR OF STUDENT CONDUCT

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

The Graduate Coordinator of Student Conduct is a live-in position designed for a graduate student enrolled full-time in a graduate level program at the University of Central Florida. As a member of the Housing and Residence Life staff, the Graduate Coordinator of Student Conduct will support community development, assist with the conduct process, and serve in the crisis response rotation. The Graduate Coordinator of Student Conduct will maintain 20 office hours per week. Additionally, graduate staff serve in an on-call duty rotation throughout each semester.

RESPONSIBLE FOR: Assisting in the conduct process within Housing and Residence Life

REPORTS TO: Assistant Director, Residence Life & Education

ADMINISTRATIVE

- Assist Assistant Director in the day-to-day management of the conduct cases
- Maintain communication with the Assistant Director, reporting problems and other relevant information
- Purchase, track, and ensure management of budget for conduct and departmental initiatives
- Responsible for proper e-mail, calendar and voicemail management and response
- Assist the department with opening/closing/etc.
- Submit written monthly, annual and departmental reports by designated deadlines
- Work with various databases, including StarRez, Maxient, etc.
- Assist in the updating of departmental documents, policies and protocols
- Assist in the development of conduct training materials

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 and/or emergencies (such as hurricanes, lockdowns, etc.)
- When serving in an on-call capacity, Graduate Coordinators must abide by on-call expectations
- Work closely with Assistant Director to identify students in need of support, making appropriate referrals

FACILITATING A RESIDENTIAL PRIORITY

- Develop appropriate relationships with individual students to support their success, in alignment with the UCF Code of Conduct and the SDES Shared Values
- Interact with and be available to residents, staff and partners
- Contribute to departmental initiatives that focus on the creation of active, engaged and productive global citizens
- Support curricular initiatives on campus
- Infuse the residential priority of global citizenship into the student conduct process

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
- Establish a working relationship with facility staff to communicate and respond to concerns
- Submit work orders through the online work order system as concerns are brought to your attention
- Refer maintenance needs to the appropriate personnel and follow up as needed

STAFF DEVELOPMENT

- Meet weekly or bi-weekly with Assistant Director
- Participate in student staff training and selection as requested
- Provide a mentoring relationship that assists with the development of student staff

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 departmental and university special events and/or emergencies (such as hurricanes, lockdowns, etc.) 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
- Must comply with College of Graduate Studies terms for employment as a graduate student
- 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 maximum 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 through direct deposit.



Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

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 Conduct 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** _____