



Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

POSITION DESCRIPTION AND RESPONSIBILITIES CONFERENCE HOUSING SERVICES GRADUATE COORDINATOR

SUMMARY OF POSITION

The Mail Services graduate assistant position is a live-in position. The major responsibilities include research, planning and implementation for package locker systems, working with the software to manage the mail program, research and reporting for mail analytics, 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.

RESPONSIBLE FOR: Assisting with research, reporting and project management in the mail program

REPORTS TO: Associate Director, Housing and Residence Life

ADMINISTRATIVE

- Attend scheduled mail team meetings
- Assist with database and work with software
- Serve as a representative of the Department of Housing and Residence Life and represent the department on various committees
- Work with the Associate Director to prepare written reports as needed
- Assist with various staff/operation manuals as needed

SOFTWARE AND DATA MANAGEMENT

- Work with Qualtrics, StarRez, or other software programs as well as databases and assessments.

PROJECT MANAGEMENT

- Research different package locker systems and oversee implementation of such

ASSESSMENT DEVELOPMENT

- Assist with the design, implementation and data collection of survey results
- Assist and/or oversee assessment for mail services
- Prepare reports as needed

STAFF DEVELOPMENT

- Assist in the development of marketing and recruitment materials to promote the mail positions
- Assist in the training of safety and security measures

ADDITIONAL EXPECTATIONS

- 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
- 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 the current GA hourly rate 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.