

Graduate Residence Coordinator Position

Office of Student Life Loyola University Maryland

I. Qualifications

- A. Earned bachelor's degree and full-time enrollment in a graduate degree program at Loyola University Maryland.
- B. One semester of on-campus residence hall experience or ability to demonstrate an understanding of the unique aspects of the on-campus living experience.
- C. Strong organizational and interpersonal skills and the ability to interact with individuals from diverse backgrounds.
- D. Knowledge of student development theory with the ability to put this theory into practice.
- E. Strong leadership skills with the ability to motivate peers.

II. Responsibilities

- A. General Responsibilities
 - 1. GRCs are expected to work 20 hours a week minimum to satisfy the requirements of the position.
 - 2. Attend and facilitate weekly staff meetings and individual 1-on-1 meetings.
 - 3. Meet weekly with Assistant Director.
 - 4. Attend monthly All-Staff and Graduate Residence Coordinator In-Service Meetings.
 - 5. Participate in staff development opportunities.
 - 6. Maintain 10 office hours per week.
 - 7. Other duties as assigned.
- B. Initiate area specific projects or programs designed to develop community spirit and facilitate co-curricular education.
 - 1. Provide supervision and support with Resident Assistant programming efforts.
 - 2. Assist in the coordination of area and campus-wide programming efforts.
- C. Provide leadership to the Resident Assistant Staff and student volunteers.
 - 1. Provide direct supervision of 3-6 Resident Assistants.
 - 2. Assist the Assistant Director in conducting weekly staff meetings or run weekly staff meetings.
 - 3. Write semi-annual performance appraisals of the Resident Assistant staff.
 - 4. Provide periodic on-going staff development activities.
 - 5. Participate on a Student Life departmental committee.
 - 6. Work with student groups, potentially including Residence Hall Association (RHA), Desk Assistants, Peer Judicial Board (PJB), and Special Interest Housing governing bodies.
- D. Student issues and concerns
 - 1. Facilitate mediations between students who may be experiencing roommate conflicts or other issues.
 - 2. Provide appropriate resources and referrals to address student concerns.
 - 3. Meet with students as needed.
- E. Communicate, interpret, and uphold University and Student Code of Conduct policies and procedures.
 - 1. Help students become familiar with and adhere to all University rules/regulations outlined in the Student Life Handbook and communicate the consequences of inappropriate behavior.
 - 2. Confront all inappropriate behavior and follow procedures for referral to disciplinary hearing officer.
 - 3. Compose notification and sanction letters to students allegedly involved in violations of the Community Standards.
 - 4. Conduct educational conferences, hearings, determine degrees of responsibility, administer decisions and sanctions in writing for policy violations, and monitor compliance with imposed sanctions.
 - 5. Provide guidance and support to the Resident Assistant staff in upholding policies.
 - 6. Rotate 24-hour on-call responsibilities for emergencies with other GRCs. This duty requires carrying a departmental cell phone for one full week per semester and responding to all emergencies. GRCs are on-call approximately one week per semester.
 - 7. Rotate 24-hour on-call responsibilities for emergencies with other GRCs as a back-up support for one weekend per semester (Thursday through Monday).

II. Responsibilities (Continued)

- F. Assist with area operations and administration.
1. Participate in check-in and check-out procedures for the first-year and upper class students.
 2. Assist Resident Assistant staff as necessary with initial room reviews prior to opening and periodic room inspections for all rooms within the house.
 3. Conduct and/or facilitate break closings, end-of-the-semester, and end-of-the-year room inspections of all units in the area.

III. Terms of Employment

- A. The Graduate Residence Coordinator employment period is for the entire academic year starting on or around August 5, 2012 and ending on or around June 1, 2013. GRCs report to campus prior training and remain several days after the halls close for commencement. (Hired GRCs can negotiate an early move-in to avoid current lease issues. Projected move-in dates are between July 30, 2012 and August 3, 2012.)
- B. GRCs should be available to participate in all training activities and in-service programs assigned by the Assistant Director.
- C. GRCs are expected to be on campus a minimum of two weekends per month, especially those weekends that require a GRC to fulfill job expectations (on-call duty; opening, closing, etc.).
- D. GRCs should be available on a rotating basis (with the Assistant Director) to close or open the residence halls for vacation periods. This may require them to stay on-campus until all residents have left or arrive early prior to the staff and students' return.
- E. GRCs are expected to adhere to all University policies. Any violation of University policy shall result in probation or termination of employment.
- F. The Office of Student Life must approve all extracurricular activities, outside employment, or internships in writing. In general, no more than 10 hours per week in these activities will be approved.

IV. Remuneration (Estimated based on current remuneration package.)

1. First year GRCs receive a partial tuition remission (\$2,700 per semester), furnished on-campus apartment with utilities, local phone, cable, and internet (valued at \$9,700), on-campus parking, and a stipend (\$1,610 per semester).

Returning GRCs receive a partial tuition remission (\$2,950 per semester), furnished on-campus apartment with utilities, local phone, cable, and internet (valued at \$9,700), on-campus parking, and a stipend (\$1,610 per semester).
2. Meals are provided during GRC and Resident Assistant fall and spring training workshops. An additional \$500 (awarded in the fall semester only) is also allocated to each GRC's Dining Advantage plan to be used for on-campus dining purchases.

For more information, visit our website at:

<http://www.loyola.edu/studentlife/joinourstaff/graduate.html>