Graduate Desk Coordinator Position

Office of Student Life

Loyola University Maryland

I. Qualifications

1. Earned bachelor's degree and full-time enrollment in a graduate degree program at Loyola University Maryland.
2. Strong organizational and interpersonal skills and the ability to interact with individuals from diverse backgrounds.
3. Ability to manage large groups of individuals.
4. Strong leadership skills with the ability to motivate students.

II. Responsibilities

1. Directly supervise 4 Desk Coordinators (DC) and indirectly supervise 189 Desk Assistants (DA).
   A. Set clear expectations of all DC's and follow up on all employment issues.
   B. Met regularly (weekly) with each DC and keep track of all safety and employment issues at each desk.
   C. Manage the employment process (hiring, and firing) for all DAs and send all employment correspondence to DAs.

2. Provide training and development for all desk staff.
   A. Update the desk manual to reflect expectations of the Office of Student Life.
   B. Present training to all desk staff in the fall.
   C. Present training to all new desk staff on a monthly basis.

3. Supervise the Hopkins Court DAs.
   A. Be a presence at the desk and problem solve any safety or employment issues.
   B. Maintain a schedule of all shifts.
   C. Make regular visits to the desk.

4. General
   A. Meet on a regular basis with professional staff members to discuss specific job responsibilities.
   B. Participate in staff development opportunities.
   C. Other duties as assigned

III. Terms of Employment

1. The Graduate Desk Coordinator employment period is for the entire academic year starting on or around August 5, 2012 and ending on June 1, 2013. The GDC reports to campus prior training and remains several days after the halls close for commencement.
2. The GDC should be available to participate in all training activities and in-service programs assigned by the Central Office Staff in the Office of Student Life.
3. The GDC is expected to adhere to all University policies. Any violation of University policy shall result in probation or termination of employment.
4. 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

1. The GDC will receive a total package of $13,500 per year (tuition remission: $2,500 per semester) and a stipend ($8,500 per year).

2. The GDC will also receive free on campus parking.

For more information, visit our website at:

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