

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 about various college student experiences and challenges.
- E. Strong leadership skills with the ability to motivate peers.
- F. Ability to maintain confidentiality and sensitive information.

II. Responsibilities

- A. General responsibilities
 - 1. GRCs are expected to work a minimum of 20 hours a week to satisfy the requirements of the position.
 - 2. GRCs should have a flexible schedule and be available for both daytime and evening hours.
 - 3. Attend and facilitate weekly staff meetings and individual 1-on-1 meetings with student staff.
 - 4. Meet weekly with Assistant Director
 - 5. Attend monthly In-Service Meetings.
 - 6. Participate in staff development opportunities.
 - 7. Maintain up to 10 office hours per week. This includes daytime and evening hours.
 - 8. Maintain a presence on campus and in the residential area including weekends (this should be done in consultation with your direct supervisor).
 - 9. Other duties as assigned.
- B. Provide educational and personal support to 100-300 resident students.
 - 1. Foster an inclusive residential community.
 - 2. Respond to issues of bias and discrimination in the residence halls.
 - 3. Meet the needs of a diverse student body.
 - 4. 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 Conduct Board (PCB), and Special Interest Housing.
- D. Communicate, interpret, and uphold University and Student Code of Conduct policies and procedures.
 - 1. Help Student 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 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)

- E. 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 a residential area.
 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 Friday, August 2, 2013 and ending on Thursday, May 22, 2014. GRCs report to campus prior to 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 Monday, July 29 and Thursday, August 1, 2013.)
- B. GRCs should be available to participate in all training activities and in-service programs assigned by the Assistant Director.
- C. 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.
- D. GRCs are expected to adhere to all University policies. Any violation of University policy shall result in probation or termination of employment.
- E. 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 of 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 \$10,910), 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 \$10,910), on-campus parking, and a stipend (\$1,610 per semester).

2. Meals are provided during GRC and Resident Assistant fall and spring training workshops. A small stipend (\$500 per year) is also provided for tuition or Evergreen card which can only be applied towards meals.

For more information, visit our website at:
<http://www.loyola.edu/departments/studentlife/join/graduate.aspx>