

Graduate Office 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. Provide administrative support for the Associate Director for Student and Staff Development
 - 1. Work with the Associate Director for Student and Staff Development to identify assessment needs and implement assessment plans to strategically share office data with the University community.
 - 2. Train staff on use of the programming database and coordinate analysis of data gathered.
 - 3. Assist with the implementation and analysis of the annual Resident Student Survey.
- B. Provide administrative support for the Associate Director for Student Conduct
 - 1. Communicate, interpret, and uphold University and Student Code of Conduct policies and procedures.
 - 2. Respond to student and parent request for information about the University discipline process.
 - 3. Prepare files, send notification letters, make copies, and insure all conduct paperwork is complete and accurate.
 - 4. Help monitor sanction completion by corresponding with the ADESS Office and the civility hours supervisors.
 - 5. Help plan and attend events and promotions designed to raise awareness of the Community Standards.
 - 6. Help design and implement appreciation initiatives for volunteer hearing officers and the members of the University Board on Discipline.
 - 7. Compose notification and sanction letters to students allegedly involved in violations of the Community Standards.
 - 8. Conduct hearings, determine degrees of responsibility and administer decisions and sanctions in writing for policy violations. Also, monitor compliance with imposed sanctions.
 - 9. 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.
 - 10. Rotate 24-hour on-call responsibilities for emergencies with other GRCs as a back-up support for one weekend per semester (Thursday through Monday).
- C. Co-Advise the Peer Conduct Board
 - 1. Assist in training and supervising the Peer Conduct Board members.
 - 2. Coordinate the administrative functions of the Peer Conduct Board, including logistics, Board confirmations each week, and distribution of hearing materials.
 - 3. Ensure documentation from PCB hearings is entered correctly into Judicial Action (student conduct tracking software) and that students and relevant offices receive all necessary paperwork.
- D. Provide administrative support with other duties as assigned

III. Terms of Employment

- A. The Graduate Office Coordinator employment period is for the entire academic year starting on on Friday, August 2, 2013 and ending on Thursday, May 22, 2014. GOCs report to campus prior to training and remain several days after the halls close for commencement. (Hired GOCs 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. GOCs should be available to participate in all training activities and in-service programs assigned by the Central Office Staff.
- C. GOCs are expected to be on campus a minimum of two weekends per month, especially those weekends that require a GOC to fulfill job expectations (on-call duty; opening, closing, etc.).
- D. GOCs are expected to adhere to all college policies. Any violation of college policy shall result in probation or termination of employment.
- E. The Office of Student Life must approve all 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 \$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/department/studentlife/join/graduate.aspx>