

# Graduate Residence Coordinator – Conduct Position

## Loyola University Maryland Office of Student Life

### I. Qualifications

- A. Earned bachelor's degree and full-time enrollment in a graduate degree program at Loyola University Maryland.
- B. Strong organizational and interpersonal skills and the ability to interact with individuals from diverse backgrounds.
- C. Knowledge about various college student experiences and challenges.
- D. Strong leadership skills with the ability to motivate students.
- E. Ability to maintain confidentiality and sensitive information.

### II. Responsibilities

- A. General responsibilities
  - 1. GRCs should have a flexible schedule and be available for both daytime and evening hours.
  - 2. GRCs are expected to work approximately 20 hours a week to satisfy the requirements of the position. Majority of GRC hours will be during the daytime between 9 am – 5 pm.
  - 3. Meet regularly with Assistant Director for Conduct to discuss specific job responsibilities.
  - 4. Maintain a presence on campus and in the residential area including weekends (in consultation with your direct supervisor).
  - 5. Assist the Office of Student Conduct with Peer Conduct Board administration and conduct case management.
  - 6. Complete other duties as assigned.
- B. Promote and uphold the Community Standards and support campus safety.
  - 1. Respond to student and parent requests for information about the University conduct process.
  - 2. Confront all inappropriate behavior and follow procedures for referral to the student conduct process.
  - 3. Serve as a conduct officer and adjudicate violations of the Community Standards.
  - 4. Maintain student conduct correspondence and files.
  - 5. Serve in the 24-hour on-call rotation. This requires carrying a departmental cell phone and responding to all emergencies. GRCs are on-call approximately one week and one weekend (Thursday through Monday) per semester.
  - 6. Be available in times of campus emergencies.
- D. Provide administrative support to the Assistant Director for Student Conduct
  - 1. Plan and attend events and promotions designed to raise awareness of the Community Standards.
  - 2. Design and implement appreciation initiatives for volunteer hearing officers and the members of the University Board on Discipline.
  - 3. Provide administrative support with other duties as assigned.
- E. Assist with the administrative processes of the department and residential area.
  - 1. Participate in residence hall openings and closings which may include break periods throughout the academic year.
  - 2. Support departmental processes including room selection and staff selection.
  - 3. Serve as a resource to other Graduate staff for student conduct matters.
- F. Participate in staff trainings.
  - 1. Participate in August (fall semester) and January (spring semester) GRC staff training.
  - 2. Engage in monthly in-services and GRC staff development activities.
  - 3. Attend, facilitate, and support all PCB and RA trainings throughout the year.
  - 4. GRC fall semester training is typically one week at the beginning of August. PCB fall semester training is typically two days prior to fall semester opening. RA fall semester training is typically two weeks prior to fall semester opening. GRC and RA winter training is typically scheduled five days prior to spring semester opening. PCB winter training is typically scheduled one day prior to spring semester opening. Training days are generally scheduled between the hours of 8am-9pm.

For more information, visit our website at:

<https://www.loyola.edu/departments/student-life/employment/graduate-assistant>

### **III. Functional Areas**

- A. Peer Conduct Board (PCB)
1. Support in training, recruiting, selecting, and advising the Peer Conduct Board members.
  2. Assist in the coordination of PCB outreach and programming efforts.
  3. Manage the administrative functions of the Peer Conduct Board, including logistics, weekly Board confirmations, and distribution of hearing materials.
  4. Ensure documentation from PCB hearings is entered correctly into Maxient (student conduct tracking software) and appropriate paperwork is distributed.
  5. Co-chair the PCB leadership committee.
  6. Be available certain Fridays from 2-5pm for Peer Conduct Board hearings.
- B. Conduct Case Management
1. Liaise with the offices of Student Support & Wellness Promotion, Student Life, Women's Center, Dean's Office, others.
  2. Manage and track student sanction fulfillment for substance screenings, substance use counseling sessions, online course modules, educational writing assignments, civility hours, loss of privileges, alternative resolutions, and others as assigned.
  3. Coordinate availability and administrative support of Administrative Hearing panels consisting of professional staff of the University.
  4. Utilize University conduct software to receive campus incident reports, create cases for hearings, manage electronic filing cabinet, and attach supporting documentation.
  5. Oversee the timely resolution of cases conducted by other GRC staff members.

### **IV. Terms of Employment**

- A. The Graduate Residence Coordinator employment period is for the entire academic year starting on August 16<sup>th</sup>, 2021 and ends May 27<sup>th</sup>, 2022. GRCs work on average 20 hours per week not including on-call duty coverage.
- B. GRCs must fulfill all responsibilities outlined in this document and in the contract. Failure to meet any of these responsibilities will result in job action.
- C. GRCs are expected to adhere to all University policies. Any violation of University policy shall result in probation or termination of employment.
- D. The Office of Student Life must approve all extracurricular activities, outside employment, or non-credit internships in writing. **In general, no more than 10 hours per week of these activities will be approved.**

### **V. Remuneration**

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 \$10,390), 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 \$10,390), on-campus parking, and a stipend (\$1,610 per semester).

*\* Pending building needs (construction, repairs, etc.), GRCs may be asked to move into temporary housing before the halls officially open or after the halls officially close.*

2. A small stipend (\$500 per semester) is also provided on the Evergreen card which should be applied towards meals on campus.