

# Graduate Residence Coordinator – Office 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. 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. Daytime availability is preferred, but not required.
  - 3. Attend and facilitate weekly meetings and individual 1-on-1 meetings with student staff.
  - 4. Meet regularly with Assistant Director.
  - 5. Maintain a presence on campus and in the residential area including weekends (in consultation with your direct supervisor).
  - 6. Complete other duties as assigned.
- B. Provide educational and personal support to residential community in which you reside (300-600 students)
  - 1. Foster an inclusive residential community.
  - 2. Assist in the coordination of area functioning, including building walkthroughs, work order request, etc.
  - 3. Report and respond to issues of bias and discrimination in the residence halls.
  - 4. Co-advise Hall Council with SRA. Help develop and execute advocacy and programming efforts.
- C. Provide leadership to the Desk Attendant & Desk Coordinator Staff.
  - 1. Supervise Desk Coordinators; meet bi-weekly for 1:1's.
  - 2. Provide indirect supervision of up to 40 Desk Assistants and/or Office Assistants (contingent on assigned Area).
  - 3. Complete performance appraisals of the Desk Coordinators. Support Desk Coordinators in performance appraisal of Desk Assistants
  - 4. Provide periodic on-going staff development activities.
  - 5. Conduct camera review of each area desk to ensure all assigned shifts are staffed and executed appropriately.
- D. Promote and uphold the Community Standards and support campus safety.
  - 1. Confront all inappropriate behavior and follow procedures for referral to the student conduct process.
  - 2. Serve as a conduct officer and adjudicate violations of the Community Standards.
  - 3. Provide guidance and support to the Resident Assistant Staff in upholding policies.
  - 4. Serve in the 24-hour on-call rotation. This requires carrying a departmental cell phone and responding to all emergencies.
  - 5. Be available in times of campus emergencies.
- E. Assist with the administrative processes of the department and residential area
  - 1. Coordinate residential area openings and closings which includes break periods throughout the academic year.
  - 2. Conduct and/or facilitate regular room inspections and assist with the damage billing process.
  - 3. Support departmental processes including room selection and staff selection.
  - 4. Monitor RCR process. Make sure all room changes throughout the year are reflected correctly in StarRez.
  - 5. Monitor in-area lockouts.
  - 6. Weekly building walk-throughs with and without the Assistant Director.
  - 7. Follow-up on work order submissions. Serve as a liaison for facilities management.
- 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 RA trainings throughout the year.
  - 4. GRC fall semester training is typically one week at the beginning of August. 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. Training days are generally scheduled between the hours of 8am-9pm.

### **III. 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.

### **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 \$10,390), 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.