JOB DESCRIPTION

Title: Graduate Coordinator for Student Life
Reports to: Assistant Dean of Students & Coordinator for Student Involvement
Department: Office of Student Life
Compensation: $12,000 Stipend, Studio Room and Meal Plan

JOB SUMMARY
The Graduate Coordinator for Student Life (GC) is a part-time, ten-month, live-on position that is primarily responsible for the oversight of the 100 residential community of St. Joseph’s Hall and the Campus Apartments. The Graduate Coordinator’s responsibilities include creating a positive living community amongst the building, supervising a student staff of 4 Resident Assistants (RAs), clubs and organizations sponsored through the Student Government Association and hearing Level 1 conduct cases (noise violations, guest policy). The Coordinator is part of the on-call structure and as such, participates in a weekly on-campus on-call rotation and handles crises as needed.

ESSENTIAL DUTIES:
- Supervise a student staff of 4 RAs including conducting bi-weekly 1:1 meeting, conducting weekly staff meetings in collaboration with the other Graduate Coordinator for Student Life.
- Assist with the facilitation of all major Residence Life processes including but not limited to: Student Staff Training in August/January, Health & Safety Inspections, hall opening and closing of buildings for academic breaks, student staff recruitment and evaluation process.
- Support campus wide programming include late night and off campus engagement.
- Be visible and available in the residence areas after office hours.
- Support hall programs by attending at least two programs per RA supervised a semester
- Assist in day-to-day operations of the Residence Life and Student Involvement Office
- Adjudicate level 1 conduct cases including hearing, assigning sanctions and follow-up
- Participate and assist in Student Life initiatives
- Maintain club charters and compliance for semester on-boarding
- Implement monthly programmatic themes to at least one program/month under the advisement of the Coordinator for student Involvement
- Create assessment strategies beyond surveys to engage student needs regarding involvement on campus.
- Meets weekly with the Coordinator of Student Involvement
- Performs other related duties that may be assigned

Minimum Qualifications
- Bachelor’s degree with student leadership experience
- Enrollment in a full time graduate program
- Valid state driver’s license with reliable transportation

Preferred Qualifications:
- Enrollment in a graduate program studying Higher Education Administration
- Undergraduate experience as a Resident Assistant or Club Leader for at least two semesters
- In-depth experience in campus programming around topics of community development, diversity and wellness.

Term
- August 1, 2021 to May 31, 2022