Title: Graduate Coordinator for Student Life
Reports to: Assistant Dean of Students & Coordinator for Community Development
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 150 residential building, Trinity Hall. The Graduate Coordinator’s responsibilities include creating a positive living community amongst the building, supervising a student staff of 5-6 Resident Assistants (RAs), 10 Residence Life Assistants, tracks first year programming efforts, maintaining records of room conditions, 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 5-6 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 housing programs such as room exchange, housing selection, etc.
- 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 Office
- Adjudicate level 1 conduct cases including hearing, assigning sanctions and follow-up
- Participate and assist in Student Life initiatives
- Ensure maintenance issues are filed in a timely manner
- Maintain room condition records
- Advise a committee for Residence Life
- Meets weekly with the Coordinator of Community Development
- 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 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