

### General Description

The Graduate Residence Coordinator (GRC) is a live-in graduate student staff member in the Department of Residential Life who is responsible for supporting a full-time Residence Coordinator (RC) in the administration of a living community. Under the supervision of the RC, this role supports all aspects of building management including student staff supervision, administration, and community development efforts.

### Student Outreach & Crisis Management

- Serve as part of the departmental on-call rotation, and coordinate response to crisis
- Provide on-scene response to campus situations and offer support for Resident Assistants (RA) in conjunction with emergency response personnel
- Utilize and follow departmental protocol and procedures
- Aid in student of concern outreach and follow-up as directed
- Mediate roommate and group-related conflicts as needed
- Serve as a campus security authority, university hearing officer, and conduct administrator for assigned community
- This position is designated as essential personnel in case of a disaster or event, and will be required to remain on campus and be present for emergency situations

### Staff Supervision

- Co-supervise a staff of RAs through weekly staff meetings, regular one-on-one meetings, departmental performance management process, and semesterly evaluations
- Provide guidance to RAs in implementation of departmental programming efforts and referral of residents to campus resources
- Support student staff in their academic, social, and personal well-being as appropriate
- Administrate the on-call rotation schedule within assigned community including scheduling and changes

### Community Building & Leadership

- Maintain visibility and presence within the assigned community, serving as a positive role model for staff and students
- Direct programming initiatives in accordance with departmental learning outcomes
- Create and execute fall signature program for assigned community
- Develop an inclusive community for residents and staff
- Directly advise and support Community Council in assigned community through weekly meetings and programming
- Support academic initiatives including in-community tutoring, Residential College program, and faculty presence in community, where applicable
- Implement departmental assessment initiatives to guide data-driven decisions and student outreach
- Provide support and appropriate referrals to students regarding their academic, social, and personal well-being

### Administration & Building Management

- Serve as a point of contact for departmental paperwork and processes within assigned community
- Aid in the coordination of the opening and closing of assigned residential community at designated times (fall opening, winter break closing, spring opening, and end-of-year closing)
- Coordinate with assignments staff for occupancy management, including keeping current rosters and understanding of vacancies in community
- Manage low-level maintenance and facility issues with appropriate maintenance and custodial staff, including key audits, work order organization, and appropriate follow-up
- Monitor and manage spending of budget lines related to community engagement and Community Council

### Departmental Responsibilities

- Know and understand departmental and university policies and processes, along with applicable state and federal laws and mandates
- Support and attend divisional, departmental, and Residence Hall Association events (e.g. Welcome Week, Homecoming, SPIN, LSU Kickoffs, etc.)
- Opportunities for departmental committees, taskforces, and work groups as directed
- Attend departmental meetings and contribute to departmental training, including annual fall and spring schedules, and ongoing staff developments
- Participate in recruitment and candidate evaluation at all levels of the department
- Fulfill other duties as assigned

### Compensation & Benefits

- Annual stipend of \$ 11,600
- Furnished apartment including cable television, internet, utilities, and local phone service
- Inclusive Roommate Policy
- Standard Staff Meal Plan of 60 meal swipes per semester
- Departmental issued iPad
- Opportunities for professional development including funding up to \$700 from departmental budget

- Tuition support in accordance with the LSU Graduate School policies, up to 18 credits per academic semester; student is responsible for fees, which provides access to university recreation, student health center, including mental health services on campus

### **Conditions of Employment**

- GRCs are required to live in a residence hall apartment and be available for irregular hours, extended work days, on-call emergencies, and weekends, completing 20 hours of work per week
- GRCs are required to sign and abide by the terms and conditions in the Academic Year Contract
- The term of appointment is for the 2021-2022 academic year and is a ten-month position, running from late- July to mid-May; opportunities for summer employment may be available
- Appointment is based on performance and is renewable upon intent to return, evaluation, and consent of the supervising RC and Assistant/Associate Director of the Department of Residential Life and Education
- Employment is scheduled from the start of training in July, at an hourly rate of pay; assistantships begin following the end of the summer school calendar, through the mid-May release date
- Should a GRC leave before the end of their Academic Year Contract, the stipend will be pro-rated to reflect the actual date of departure
- Maintain a minimum cumulative and semester GPA of 3.0
- Maintain full-time enrollment in graduate school during the fall and spring semesters; summer enrollment is optional and is covered by the department provided the GRC is enrolled the previous and following semesters, and the department has an employment need
- GRCs must seek Leadership Team approval to participate in academic-related programs (internship, teaching aides, practicum, etc.) before agreeing or signing any work contracts, whether paid or unpaid
- Outside employment must be approved by the Leadership Team and will be based on position and academic performance; outside employment cannot interfere with GRC responsibilities (*Note: due to the nature of transitioning into the role, outside employment is prohibited for first-semester GRCs*)

### **Qualifications**

- Bachelor's degree required by the first date of fall classes at LSU
- Experience serving in on-call rotation, or comparable crisis response role
- At least 1 year of applicable leadership experience at the undergraduate or graduate level (e.g. RA, an active role in a student organization, etc.)
- Full-time enrollment in a graduate degree program at LSU, with preference given to students enrolled in Higher Education, Counselor Education, Leadership and Human Resources, or related programs (*Note: if successful candidate possesses or is enrolled in a social work and/or counseling degree, they will not be afforded counselor privileges as this role is a mandatory reporter and campus security authority designee*)
- Possess proficient communication, organizational, administrative, and interpersonal skills
- Candidate must be flexible, possess the ability to adhere to deadlines, and be self-motivated

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For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation or disability, please contact LSU's Title IX, ADA and 504 Coordinator:

Jennie Stewart, [jstewart@lsu.edu](mailto:jstewart@lsu.edu) (225) 578-3918 or University Administration Building, Ste 123