

# WAGNER COLLEGE

## Graduate Residential Coordinator

### **Summary:**

The Graduate Residential Coordinator supports a full-time Area Coordinator in the operation of a residential area on campus. A Graduate Residential Coordinator (GRC) co-supervises Resident Assistants and student desk workers (pending area of responsibility). The Graduate Residential Coordinator supports the Office of Residential Education in all campus wide projects such as Housing Selection, Student Staff Selection, Student Staff Training, and other projects as assigned. Graduate Residential Coordinators are graduate assistants in the Division of Campus Life. A Graduate Residential Coordinator maintains responsibility in many functions of housing and residential life, including, but not limited to, programming, duty and crisis response, student conduct, student development, and facilities management. Depending on the area(s) of responsibility, the Graduate Residential Coordinator is supervised by an Area Coordinator and/or the Assistant Director of Residential Education. The Director of Residential Education also serves as a direct supervisor and manager to the Graduate Residential Coordinator.

### **Contract Details:**

- Time of Employment: July 24, 2017 - May 30, 2018
- The position is contingent on acceptance in a full-time Wagner College graduate program. Candidates accepted into the Higher Education and Learning Organization (MA) Program are *strongly preferred*.
- Compensation includes room and board, 80% graduate tuition remission, on-campus parking, and semesterly stipend. Stipends are paid on the 30th of each month from September through April, with the exception of January.
- Room and board is provided only during the time of employment.

### **Areas of Responsibility:**

- Maintain 29 weekly office hours and report to direct supervisor(s). Office hours should be scheduled Monday through Friday, unless otherwise noted.
- Manage an assigned residential facility of undergraduate and graduate students ranging from 125 to 600 students.
- Participate in Graduate Assistant training for the Division of Campus Life in summer-dates TBD.
- Participate in all Residential Education professional and student staff trainings, in-halls, and departmental wide operations (Peer Educator and Resident Assistant selection, Professional staff selection, housing selection, etc). Support divisional and institutional wide events.

### **General Tasks and Duties:**

1. Co-supervise a Resident Assistant staff ranging from 3-22 paraprofessionals on

- community development planning, programming, and personal development.
2. Foster a community based on respect and inclusivity for student staff and residents.
  3. Serve as a resource and support related to academic, personal, and social concerns.
  4. Manage program development based on resident needs - collaborate with outside offices such as Co-Curricular Programs, Center for Intercultural Advancement, Campus Ministry, Athletics, Admissions, Lifelong Learning, and others.
  5. Provide on-going feedback to direct supervisees to aid in their professional and personal development.
  6. Participate in campus on-call duty rotation in response to emergency and crisis situations.
  7. Serve as a Level I hearing officer for alleged violations to the Student Code of Conduct.
  8. Serve as a mandated Title IX reporter.
  9. Manage building opening and closing procedures.
  10. Attend, participate, and assist with planning of training for senior staff and student staff.
  11. Attend regularly scheduled meetings including in-area staff meetings, senior staff meetings, committee meetings, and divisional meetings.
  12. Participate in one of the following committees: Student Staff Selection and Training, Student Staff Recognition and Development, Professional/Grad Staff Selection and Training, Housing Selection, or Summer Conferences.
  13. Be available for evening and weekend responsibilities including, but not limited to staff development, weekend programming, Divisional requirements, and campus-wide programs.
  14. Represent the department at Wagner College events including, but not limited to, Homecoming, Songfest, Greek Week, WagnerStock, and Commencement.
  15. *Guild Hall & Foundation Hall Assignments ONLY*: Co-supervise the residence hall front desk operations, including training and scheduling of 70-80 student Desk Attendants.
  16. Perform other duties as assigned.

### **Specific Duties and Responsibilities**

#### **Student and Community Development**

1. In partnership with the Area Coordinator, implement and manage program and community development goals for assigned area.
2. Promote and maintain environment of safety and wellness for students, including the appropriate role modeling of professional relationships and interactions.
3. Communicate with Area Coordinator, Assistant Director, and Director regarding students of concern.
4. Remain approachable and visible to residents and staff members.
5. Work with student staff to develop community on individual floors and in the hall.
6. Supervise and work with each resident assistant in their completion of program requirements each semester.
7. Attend student staff programs as schedule permits.

#### **Desk Operations (*position specific*)**

1. Manage daily operations of two residence hall front desks.
2. Organize hiring paperwork of work study and non-work study students.

3. Work and collaborate with another GRC to ensure efficiency
4. Perform daily/weekly timesheet audits of student desk workers
5. Oversee residence hall desk lock boxes and conduct weekly desk inspections
6. Work with Administrative Assistant on payroll management functions of Desk Operations.

### **Training and Staff Development**

1. Participate in the recruitment, hiring, training, scheduling, supervision, and management of approximately 30 to 40 student employees.
2. Serve as a professional role model and support to student staff and senior staff.
3. Assist with developing training topics for student staff and senior staff training.
4. Keep Area Coordinator informed of student staff dynamics and residents in assigned building.
5. Work with Head Resident Assistant to plan weekly meeting agenda and team builders.
6. Assist student staff with building wide programs.
7. Inform student staff of additional opportunities (ie: Resident Assistant conferences) for professional development.

### **Administrative**

1. Communicate regularly and meet weekly with Area Coordinator.
2. Maintain accurate financial records and up to date hall budget.
3. Understand, communicate, and enforce Wagner College and Residential Education policies and procedures.
4. Manage student conduct cases by meeting with students on alleged conduct violations.
5. Manage common area inspections, furniture inventory, key inventory, health and safety room checks.
6. Complete timely and accurate mid-semester, end of semester, and end of year reports for department/division.
7. Other duties as assigned by Area Coordinator, Assistant Director, or Director.

### **Note:**

This contract is subject to change in accordance with the best interest of the Office of Residential Education, our student staff members, and residents. Graduate Residential Coordinators are not permitted to have employment outside of their position without approval from the Director of Residential Education and the Dean of Campus Life. Any outside position that is approved may not exceed 15 hours of outside commitments. Graduate Residential Coordinators must maintain a 3.0 GPA and must be enrolled in a full-time graduate program at Wagner College.

Summer employment opportunities are available throughout the Wagner College campus. If interested in summer employment, Graduate Residential Coordinators must apply for these positions separately. The Office of Residential Education may or may not have positions available, but encourage GRCs to communicate their needs in advance.

For the 2017-2018 academic year, assignments and responsibilities may be as follows. Assignments and responsibilities may change pending organization needs.

- *Graduate Residential Coordinator of Harborview Hall-* manage a first year Residence

Hall of approximately 634 students with an Area Coordinator, including supervision of approximately 15 student staff.

- *Graduate Residential Coordinator of Guild Hall-* manage a mixed residence hall of approximately 125 students with an Area Coordinator, including supervision of approximately 3 student staff. This position will co-supervise the student front desk operations with direct oversight from the Assistant Director of Residential Education.
- *Graduate Residential Coordinator of Foundation Hall-* manage a mixed residence hall of approximately 207 students with an Area Coordinator, including supervision of approximately 4 student staff. This position will co-supervise the student front desk operations with direct oversight from the Assistant Director of Residential Education.
- *Graduate Residential Coordinator of Towers Hall (two positions)-* manage a mixed upperclass residence hall of approximately 514 students with an Area Coordinator, including supervision of approximately 12 student staff.

**To Apply:**

Please submit a cover letter, resume, and three references via email to:

Ange Concepcion

Director of Residential Education

angelica.concepcion@wagner.edu