About Wichita State University
Wichita State University (WSU) prides itself on innovation and entrepreneurship, with applied learning a core tenant of the student experience at all levels. WSU is the 3rd largest university in Kansas, and the largest university within the largest city in Kansas. With over 15,000 students and growing, WSU quickly gaining recognition as a vital economic leader in Wichita, Kansas, and the region. The WSU physical campus has doubled over the last 4 years, and only continues to grow and recruit new students, businesses, and community members to our diverse campus.

About Housing & Residence Life
It is truly an exciting time to be a WSU Shocker in Housing & Residence Life (HRL)! The on campus population has grown consistently for the past 3 years, with interest only continuing to grow. Highlights of the Residence Life program within HRL include:
- On track for 1400+ on campus residents for Fall 2019
- New 220-bed suite-style residence hall coming online Summer 2019; The Suites at WSU
- 3 on-campus residence halls (including The Suites at WSU, The Flats at WSU, and Shocker Hall), the oldest of which opened in 2014
- New residential curriculum based community development model implemented Fall 2018, which continues to evolve
- New resident engagement software, RoomPact, brought online Fall 2018
- Unique student staff model where CDS staff members are responsible for most large-scale educational initiatives and RAs are more focused on 1 to 1 interactions with their residents

General Description
The Graduate Residence Life Coordinator (GRLC) is an integral part of the Housing & Residence Life (HRL) team. The GRLC provides support to residence life areas through student staff supervision, student advising, crisis response, judicial education, and more. For supervision, the GRLC will supervise a unique position within residence life; the Community Development Specialists (CDSs), who are responsible for the planning and execution of large-scale educational programming through the residence halls. While the GRLC will have certain defined responsibilities, opportunities will also be available to gain experiences in other areas of interest to the GRLC within residence life, housing business operations, and/or housing facilities management.

Duties & Responsibilities

Supervision
- Directly supervise 6 Community Development Specialists (CDS)
- Hold weekly staff meetings with the CDS team
- Conduct bi-weekly (weekly for the first 6 weeks of the semester) 1 on 1s with each CDS member
- Provide regular individual and team development opportunities for CDS staff members
- Assist in the training and development of the CDS team, and participate in broader student staff training throughout the department
- Evaluate CDS staff members informally on an ongoing basis, and formally at least 3 times a year (mid-fall semester, end of fall semester, end of spring semester)

Advising
- Serve as the primary advisor for the combined activities council for The Suites at WSU and The Flats at WSU
- Conduct regular 1 on 1s with activities council executive board members
- Provide leadership development opportunities for members of the activities council
• Collaborate with other leadership organizations on campus to provide community development opportunities for the residence halls

**Community Development**

• Assist in the implementation of a residential curriculum designed to provide an educational and engaging community living experience for residents
• Through supervision and advising, assist student leaders in understanding the residential curriculum and best practices for each team and individual to meet educational goals and learning outcomes
• Ensure community development efforts are inclusive, socially just, and promote a diverse community
• Monitor the administration and evaluation of community development efforts through the department's residential interaction software, Room pact
• Oversee a community development budget, always considering fiscal responsibility and university procedures

**Judicial Education**

• Serve as a judicial officer within the student conduct system as established by the Office of Student Conduct and Community Standards for low-level cases
• Assist students in evaluating and understanding their decision making skills and provide educational outcomes designed to encourage critical thinking and healthy choices
• Work within the conduct software system, Maxient, and adhere to established processes and deadlines

**Crisis Response, Safety, & Security**

• Participate in the Professional Staff on Duty (PSOD) on-call rotation, providing emergency response to the residence halls for issues such as conduct concerns, medical issues, mental health, facilities emergencies, etc.
• Provide additional support outside of the duty rotation to students in need through intentional conversations
• Refer students to campus resources as appropriate by providing information and/or escorting them to offices
• Actively address issues of intolerance, hate, and injustice in an intentional, thorough, and prompt manner
• Serve as a mandated reported for Title IX and Clery Act concerns
• Appropriately and effectively confront policy violations, and write understandable, clear, and grammatically correct incident reports

**Administration**

• Learn and understand how to effectively utilize the department’s housing management software, StarRez
• Hold consistent office hours in order to be visible and accessible to residents
• Know and understand university and departmental expectations related to confidentiality (FERPA) regarding residents and staff members
• Accurately complete necessary electronic and paper check-in, check-out, room change processes, and other assigned paperwork in a thorough and timely manner
• Miscellaneous other duties as assigned by supervisor or their designee

**Academic Requirements**

1. The GRLC must be admitted to, enroll, and maintain enrollment during the term of the appointment in the Higher Education and Student Affairs track of the Master of Educational Psychology program.
2. The GRLC expected to continue positive academic progress by:
a. receiving a semester GPA of 3.0 or greater as well as maintaining a cumulative GPA of 3.0 or greater while enrolled in the academic program. If the GRLC does not meet this standard, they will be placed on HRL Academic Probation for the following semester. GRLCs who achieve a semester GPA below a 2.5 GPA should consult with the supervisor to determine if continued standing as a GRLC is in their best interest.

b. An Academic Probation semester may only be used once during any 24-month period of time. If an GRLC returns from academic probation and fails to meet requirements again within twelve months, they will not be permitted to continue in the GRLC position.

3. The GRLC must be enrolled in at least 6 graduate credit hours and be making academic progress toward graduation. At least 3 credits per semester must be taken in person and on campus. If the GRLC falls below 6 credits in any given semester may be asked to terminate their status as an GRLC.

4. The GRLC may not carry more than 9 credit hours per semester without approval from the Associate Director for Residence Life. The GRLC may be asked to drop hours in excess of 9 credit hours.

Terms of Appointment & Important Dates
Applicants should be aware of the following dates and information which are requirements of employment:

- The GRLC position works an average of 20 hours per week in any week classes are in session
- This position requires some night and weekend hours
- The GRLC position will begin July 8th, 2019 and will end no later than May 29th, 2020
  - The GRLC will be eligible for a second contract year if desired and their performance in the position has been satisfactory.
  - Summer opportunities are flexible based on the GRLC’s academic commitments and interest in other opportunities such as an ACUHO-I or NODA internship (should the academic program allow for this).
- Mandatory training dates include the following:
  - Monday, July 8th, 2019 through Friday, July 26th, 2019 (GRLC Training. No weekend commitments during this time).
  - Monday, July 29th, 2019 through Sunday, August 18th, 2019 (Student Staff Training & Fall Semester Opening)
- The GRLC must be in good conduct standing with the University during the course of employment.

Compensation
Compensation for the GRLC will include the following:

- A 1-bedroom apartment in The Flats at WSU (kitchen and laundry included in-unit)
- A meal plan to be used in campus dining facilities (when open and available)
- Stipend of $7200 ($3600/semester)
- In-state tuition waiver up to 6 credits per semester (does not cover student segregated fees)

Questions & Contact
Please direct any questions regarding the GRLC position to the following:

- Brandon Kesler, Associate Director for Residence Life at brandon.kesler@wichita.edu or 316-978-6610