



## Graduate Residence Life Coordinator 2024-2025 Position Description Housing & Residence Life

### **How to Apply**

Send a cover letter and your resume to Carley Enyart at [carley.enyart@wichita.edu](mailto:carley.enyart@wichita.edu).

### **General Description**

The Graduate Residence Life Coordinator (GRLC) is an integral part of the Housing & Residence Life (HRL) team. The GRLC will be directly supervised by a Residence Life Coordinator. Primary duties are available below, but additional functional areas will be determined once the GRLC has been selected and conversations about strengths, areas of improvement, goals, passion areas, and career plans have been had. While the GRLC will have some defined responsibilities, this position is meant to create opportunities to gain experiences in areas of interest to the GRLC within residence life, housing business operations, housing facilities management, marketing & assessment, and/or educational engagement and will be tailored to successful applicants of the position.

### **Primary Duties & Responsibilities**

#### *Supervision*

- Directly supervise Resident Assistants (RAs)
- Plan and lead weekly staff meetings with the RA staff members
- Conduct regular 1 on 1 meetings with their direct supervisees
- Provide ongoing individual and team development opportunities for RA staff members
- Assist in the selection, training, and development of the RA staff team
- Evaluate direct supervisees informally on an ongoing basis and formally

#### *Administration*

- Learn and understand how to effectively utilize the department's housing management software, StarRez
- Accurately complete necessary electronic and paper check-in, check-out, room change processes, and other assigned paperwork in a thorough and timely manner
- 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
- Other duties as assigned by supervisor or their designee

#### *Community Development*

- Support in the implementation of a resident engagement model designed to provide an educational and engaging community living experience for residents
- Assist student staff members and hall leaders in understanding the resident engagement model and teaching best practices for meeting educational goals and learning outcomes
- Ensure community development efforts are inclusive, socially just, and promote a diverse community
- Oversee a community development budget, always considering fiscal responsibility and university procedures



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### *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 reporter for Title IX and Clery Act concerns
- Appropriately and effectively confront policy violations, and write understandable, clear, and grammatically correct incident reports

### **Potential Duties & Responsibilities**

#### *Conduct Administration*

- Serve as a conduct hearing 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

#### *Committee Work*

- Serve as a member of a Housing and Residence Life Committee including, but limited to, Student Staff Selection, Student Staff Training, Special Events Committee, and Professional Staff Hiring Committees.
- Collaborate with professional staff and student staff to design and implement large scale HRL processes

### **Academic Requirements**

1. The GRLC must be admitted to, enroll, and maintain enrollment during the term of the appointment in the graduate school at Wichita State University.
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 12-month period of time. If a 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.



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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 is an hourly position that can work up to 20 hours per week in any week classes are in session
- This position requires some weekend and night hours
- The GRLC position will begin July 15<sup>th</sup>, 2024 (start date flexible) and will end no later than May 30<sup>th</sup>, 2025
  - Summer opportunities are flexible based on the GRLC's academic commitments and interest in other opportunities such as an ACUHO-I or NODA internships (should the academic program allow for this).
- Mandatory training dates include the following:
  - July 15<sup>th</sup> – 19<sup>th</sup>, 2024 for Professional Staff Training
  - Monday, July 29<sup>th</sup> through Monday, August 19<sup>th</sup> (Student Staff Training & Fall Semester Opening)
- The GRLC must be in good conduct standing with the University during the course of employment.

### **Qualifications**

- Bachelor's degree awarded by position start date
- Self-motivated and ability to work autonomously
- Strong communication skills, particularly written and oral communication skills
- Demonstrated commitment to working with diverse populations

### **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). This is \$1,000 for the Fall semester, \$1,000 for the Spring semester, and \$500 over the summer.
- An hourly rate of \$11.50/hour for 20-30 hours per week
- In-state tuition waiver up to \$1800 per semester (does not cover student segregated fees)

### **Questions & Contact**

Please direct any questions regarding the GRLC position to the following:

- Carley Enyart, Associate Director of Residence Life and Educational Engagement
  - [carley.enyart@wichita.edu](mailto:carley.enyart@wichita.edu)
  - 316-978-3391