NEW JERSEY INSTITUTE OF TECHNOLOGY
OFFICE OF RESIDENCE LIFE

Graduate Residence Coordinator Position Description

The Graduate Residence Coordinator (GRC) is a 20 hour per week, live-in staff position in the Residence Life Office. The GRC assists in planning, organizing and directing community and student development, staffing functions and administrative details for a residence hall, which provides on-campus housing for 210 residents. The GRC directly supervises paraprofessional staff members. The GRC receives direct supervision from the area coordinator (AC). Compensation includes on-campus housing, $2000 stipend per semester, parking privileges, and a meal plan.

RESPONSIBILITIES:

Staffing Functions

- Supervise six resident assistants (RA), including one-on-one meetings, staff meetings, and performance evaluations
- Contributes to and encourages the development of positive working relationships between all residence life staff members.
- Assists with selecting, training and in-service activities for the paraprofessional staff.

Administrative/Management

- Implement specific goals and objectives, which are consistent with those of the Residence Life Office.
- Assists in administrative procedures for the office (i.e. room selection, opening/closing the halls, etc.).
- Provides on-call duty coverage and responds to emergencies.
- Maintains office hours; responds to written and oral communication; attends professional staff meetings.
- Supervises the residence hall staff in the absence of the area coordinator.
- Coordinates the processing of work orders and maintains key inventories for the residence hall.
- Oversees RA programming efforts including approving ideas, allocating funds, and logging and tracking all programs.
- Chair and serve on assigned residence life committees.

Student/Community Development

- Adjudicate lower level violations (Noise, Guests, etc.).
- Assists staff and residents in establishing a positive atmosphere and encouraging behavior that ensures relative freedom, quiet, privacy, security and a sense of unity in the residence halls.
- Coordinates and supports hall/area/community efforts to provide programs.
- Advises hall council.