

Graduate Resident Coordinator

Azusa Pacific University
Office of Residence Life
Internship Description

ROLE SUMMARY:

The Graduate Resident Coordinator (GRC) position, serves under the primary supervision of a full-time Area Director. The GRC position is a live-in, 10-month (20 hours a week) position that is primarily responsible for providing general assistance to the Area Director, guidance and support to Resident Advisors and residents, and oversight of social and developmental programming within a designated student living area. The GRC participates in an on-call rotation with other live-in team members. Be in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students, while exhibiting a mature Christian faith.

APPOINTMENT: July 10th, 2023 – May 10, 2024. Possible renewal for a consecutive year upon performance/experience review, funding, and continued enrollment in an APU graduate degree.

WEEKLY TIME COMMITMENTS:*

Individual appointment with Area Director	1 hour
Bi-weekly meeting with Director of Residence Life	30 minutes
Other Residence Life Weekly Meetings	3-4 hours
Regular one-on-one meetings with Resident Advisors	4-6 hours
Weekly meeting with Resident Advisor team	1-2 hours
Administrative and duty assignments	2-4 hours
Programming assignments	1-3 hours

REQUIRED TRAINING AND MEETINGS:*

Graduate Resident Coordinator Training: July 10th - August 3rd: Monday - Thursday, 9am - 4:30pm
Resident Advisor Training: August 4th - August 27th: Monday - Friday, 8am - 4:30pm (possible evenings, times vary)
Welcome Weekend: August 26th - 27th, Friday and Saturday, Half Day Shifts
Weekly Monday Residence Life Business Meeting: 10 - 11am
Weekly Wednesday Residence Leadership Development: 10 - 11am
Weekly Resident Advisor Team Meeting: To Be Determined by Team's Availability
Spring Welcome Weekend: January 3rd - January 7th: 9am - 4:30pm weekdays, partial weekends.
Check Out Weekends at End of Semesters: December 16th - 17th 2023, May 4th - 5th (full days)

***GRCs hourly responsibilities may fluctuate (exceeding 20 hours) during times of annual team training and university openings and closings. GRCs are also expected to be available on weekends during which special events are scheduled (i.e. Welcome Weekend, living area check-ins and checkouts, etc.). It is expected that each GRC will have a weekly schedule and timesheet on file with her/his primary supervisor.**

ESSENTIAL RESPONSIBILITIES:

- Assist Area Director with the overall coordination and implementation of a residential program within a designated student living area that promotes mutual respect, diversity, and inclusion.
- Co-supervise Resident Advisors along with the Area Director by providing guidance, support, direction, and accountability during RA Training, program implementation, and at any other times appointed by the Area Director.
- Meet weekly with Resident Advisors, both jointly and individually to discuss resident and living area concerns, programs, personal development and team building efforts.
- Attend weekly Residence Life meetings on Monday and Wednesdays, 10am-11am.
- Participate in the recruitment, selection, and training of Resident Advisors.
- Participate in RA Compass, RA Christmas Party, and RA End of Year Party.
- Coordinates living area programming including management of programming budget.
- Make referrals to appropriate academic and/or administrative resources as necessary.

- Guide and support Resident Advisors in problem solving, planning, administration, and evaluation of community building efforts and residential learning programs within their designated living areas.
- Develop, implement, and administer active and passive experiences associated with academic support, spiritual formation, cultural diversity, emotional wellness, and life planning to increase student success in and outside of the classroom.
- Assist with ongoing assessment of programming efforts within a designated student living area.
- Assist with student check-ins and check-outs.
- Assist the Area Director in promoting a safe and well-maintained living environment through the monitoring of the physical (health and safety) condition of a living area (i.e. monitoring the usage and condition of furniture and common spaces). Report known physical damage, facility-related problems, or housekeeping concerns immediately to the Area Director.
- Maintain an attitude of discipleship and serve as a support and resource to students in their quest for spiritual growth.
- Alternate with other live-in team members for on-call availability for all campus residents. On-call responsibilities may include coverage during major holidays and University breaks.
- Assist, confront, and intercede in disciplinary and emergency situations as they arise in the living areas. Provides the appropriate written and verbal behavioral data relevant to administering guidance, support, and/or discipline; reports/refers to the Area Director and/or the Director of Residence Life as necessary.
- Be knowledgeable of and enforce university policies and procedures. Communicate the rationale for university regulations.
- Assist in the student judicial process (i.e. student hearings) as requested and available.
- Serves as a resource and referral support to parents, and other university constituents as needed.
- Complete administrative tasks – check ins and check outs, creating on-call reports, submitting incident reports, budgeting, weekly time cards, planning and coordinating meeting details, responding to emails and Slack messages, etc.
- Display professionalism in carrying out Residence Life role related functions and model behavior that reflects a commitment to uphold the APU Community Expectations in one's own life; on and off campus consistent with the lifestyle expectations of Azusa Pacific University and does not openly disagree with university regulations, philosophy, or mission.
- Participate and actively engage in departmental efforts for training and personal and professional development for both professional and paraprofessional team members.
- Effectively communicate (written and verbal contact) with others within and outside the department.
- Provide support and assistance to departmental initiatives, efforts, processes, emergencies, and events.
- Effectively collaborates/cooperates with supervisor(s) and teammates.
- Receive a performance evaluation each semester facilitated by the primary supervisor.
- Other duties as assigned by the departmental leadership.

QUALIFICATIONS

Bachelor's degree, Residence Life experience (preferred but not required), and participation into an APU graduate program are required. Ability to work evenings, weekends, holidays and to attend campus programs/events. Availability to be reached by university officials while on-call. **Access to a smartphone in order to utilize Google Voice while on call is required.** Must also be within 10-15 minutes distance of campus while on-call during the day, and remain physically on campus between the hours of 7pm - 7am for after hours on-call response (on-call swapping is allowed amongst GRCs to accommodate for unforeseen circumstances).

COMPENSATION

- Scholarship: \$10,000.
- Partially furnished 1-2 bedroom apartment with: bed, dresser, desk, refrigerator/freezer, stove, and air conditioning.
- Paid utilities.
- Meal package: 500 Cougar Bucks dining incentive (per semester).