Graduate Hall Coordinator
Texas Tech University – University Student Housing – Residence Life

General Description
University Student Housing at Texas Tech University promotes each student’s learning experience by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Graduate Hall Coordinator (GHC), as an educator, works to provide direction for student learning and academic success while assisting with the coordination of the administrative, supervisory, and programmatic needs of an educational area of one to three buildings housing 500 – 1100 students. As a live-in staff member of University Student Housing, the Graduate Hall Coordinator is responsible for the development of comfortable living and learning communities that foster academic success. This is achieved by assisting individuals with their personal needs and concerns, supervising staff, and advising student leadership groups.

Essential Functions
Essential functions or fundamental job responsibilities for the position of the Graduate Hall Coordinator include:

- Traveling between assigned areas and other departmental facilities
- Directing and responding to fire alarms and other emergencies
- Managing the physical conditions of the residence hall facilities
- Operating a computer system using various types of software applications
- Ascending and descending multiple flights of stairs, especially in cases of emergencies
- Operating the established manual University key lock system and Department of Housing and Residence Life access system
- Operating a hand held radio

Essential functions necessary for the position in the area of communications include:

- Reading reports, gathering and analyzing data, and compiling information for written reports
- Preparing written memorandums and documents and compiling the numerous forms needed in the daily operation of managing the residence halls
- Communicating effectively, both orally and written, with residents, parents, visitors, faculty, and staff

Non-essential job responsibilities include having the ability to operate various types of office equipment including typewriter, calculator, cash register, and others.
Responsibilities

The Graduate Hall Coordinator will be responsible for assisting with the selection, training, mentoring, and evaluation of 9 – 22 Community Advisors and indirect and/or direct supervision of 4-8 Student Assistants. Additional duties may include advising the complex council and/or the supervision of Senior Community Advisors(s). Graduate Hall Coordinators will assist in the development and management of living and learning communities that motivate and inspire students to devote more time to educationally purposeful activities. By emphasizing the development of strong communities and student involvement, the Graduate Hall Coordinator assists in the creation of environments that promote and enhance the opportunities for student learning.

The Graduate Hall Coordinator is a vital member of the residence hall community and the University Student Housing Staff. The Graduate Hall Coordinator is expected to work with their direct supervisor, the Senior Associate Managing Director for Residence Life, the Assistant Directors for Residence Life, and other departmental staff in the development and implementation of management and learning initiatives for the entire Residence Life operation. Collaboration throughout the Department and campus community is vital to the success of this position.

Staff Supervision, Selection, Evaluation, and Recognition

- Supervising a variety of paraprofessionals, which include Community Advisors (CAs), Student Assistants (SAs), and may include Senior Community Advisors (SCAs)
- Facilitating weekly meetings with paraprofessionals to discuss progress on goals and opportunities for new initiatives, collaborative projects or committees
- Completing on-going and semester evaluation of paraprofessionals
- Participating in departmental selection processes for professional and paraprofessional staff
- Supporting and recognizing group and individual achievements

Training and Development

- Participating in campus-wide and area training coordinated by Residence Life, University Student Housing, The Division of Enrollment Management and Student Affairs, and Texas Tech University
- Supervising staff efforts/ progress based on formal and informal needs assessment and targeted goals
- Facilitating the departmental competency tool with the Residence Life Coordinator and Senior Business Assistant

Development of Effective Student Groups

- Advising complex council (when applicable)
- Supporting and promoting student leadership and student groups within the residence halls
- Assisting Community Advisors and Senior Community Advisors in developing leadership opportunities in and for their communities
- Coordinating student leadership training for complex council and student leaders
- Working with complex council executive board
- Maintaining records of complex council finances
Academic Support

- Promoting student learning throughout the Residence Life program
- Having knowledge of resources and referring students to appropriate area; providing assistance and resources to students with higher academic needs
- Working with stakeholders (which could include faculty, staff, and paraprofessionals) to develop integrated living/learning experiences for students in learning communities
- Promoting study group formation through paraprofessional staff and community leaders
- Assisting Residence Life staff in increasing advising services in halls, particularly during pre-registration periods
- Promoting faculty recognition and involvement efforts in the residence halls
- Working with the Division of Enrollment Management and Student Affairs and the Center for Campus Life to identify and implementing opportunities for service learning activities
- Assist with the Raider Welcome program

Student Discipline

- Consulting with Student Judicial Programs and supervisor on incidents in the residence hall area as needed
- Following up with residents after incidents as needed
- Holding staff and student leaders accountable

Community Education

- Understanding and implementing the educational curriculum of the Department
- Promoting community development on floors and throughout the complex
- Assisting Community Advisors and Senior Community Advisors in developing leadership on their floors centered on community accountability and group goals through the use of community standards
- Participating actively in the resolution of issues and concerns
- Promoting participation in University programs and services
- Promoting student achievement and initiatives through nominations for departmental, campus, and national awards
- Advocating student responsibility for their environment in regards to damage and vandalism
- Working closely with Hospitality Services, the Center for Campus Life, Career Center, Student Counseling Center, Recreational Sports, Raider Assistance Program, faculty members, and other departments on campus to develop educational experiences and leadership opportunities

Assessment

- Supporting and administering approved departmental and divisional assessment programs and initiatives
- Being visible on floors throughout the complex talking informally with residents about academic, personal, and community successes, issues, and concerns
Administrative Responsibilities

- Fulfilling expectations of a 30 hour work week
- Maintaining office hours for walk-in appointments with students
- Administering hall openings and closings
- Managing budget responsibilities within the position as assigned
- Assisting with facility management by reporting work orders and repair and replacement needs and supporting maintenance and custodial services
- Responding to parent/faculty concerns; referring difficult cases to supervisor
- Attending meetings as scheduled and required
- Working with the Manager of Conference Services to complete summer job duties which could include: summer school, orientation, and/or conferences
- Performing other duties as assigned

Crisis Intervention/Response

- Working with Texas Tech Police Department, Counseling Center, and other agencies on immediate response to incidents in the residence halls
- Exercising sound judgment and ethics to handle situations appropriately

Departmental Committees

- Serving on at least one departmental committee

On-call Responsibilities

- Serving in on-call rotation with other professional staff members during second year
- Being accessible by department provided cell phone 24-hours per day during one week shift
- Remain within city limits
- Substituting for person on-call as needed

There will be times throughout the year when the Graduate Hall Coordinator will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the other Coordinators, the Assistant Directors for Residence Life, and the Associate Director for Residence Life.
**Qualifications**
A Bachelor’s Degree is required and candidates must have previous experience working in a residence hall. This position is designed for the individual who is pursuing a Master’s Degree. At the time of employment, candidates must be accepted into a graduate degree program from Texas Tech University. Enrollment in the Higher Education Administration program is not necessary, but the position is best suited for building a foundation of experience for those enrolled in that program. The Graduate Hall Coordinator position is considered a security sensitive position. Applicants will be subjected to a police records check and drug test. All candidates will be required to submit academic transcripts to verify education.

The Graduate Hall Coordinator must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The Texas Tech University Residence Life program is built on a student learning philosophy supporting student involvement in government, community standards, programming, community development, and supportive learning environments.

**Remuneration**
The Graduate Hall Coordinator position is a part-time (27.5 hours per week) appointment with a stipend of $1300 per month (the state of Texas has no state income tax) for full-time enrollment. If enrollment falls below nine graduate hours, the stipend will be $780 per month. The Graduate Hall Coordinator is expected to work all University work days unless prior arrangements have been made with his/her supervisor. The Graduate Hall Coordinator also receives a competitive $2,500 scholarship each fall and spring to help pay student fees.

A furnished, air-conditioned, one bedroom apartment within the assigned residence complex is provided at no expense, including utilities, small kitchen unit, local telephone service, internet access, Caller I.D., Call Waiting, and basic cable television. A meal plan is provided to Graduate Hall Coordinators while the dining halls are in service. Reserved parking is available upon the individual purchase of a campus parking permit. Professional development funds are also available.

**University Student Housing Professional Staff Pet Policy**
The type of pet that will be allowed would include what is reasonably consider a "typical" household pet. Staff may have one (1) pet of the following nature:
- One Indoor Cat or
- One Indoor Dog or (No more than 40lbs-Must be considered a “friendly breed”)
- Fish Tank (up to 25 gallons)

The RLC/GHC/GA will be expected to complete TTU Housing Pet Application and pay a partially refundable pet deposit in the amount of $500 before acquiring said pet.

Staff members are expected to maintain the health and hygiene of the pet on a daily basis Pet owners must ensure their pet has been vaccinated for Rabies. Rabies vaccination must be completed within 30 days of acquiring the pet. Additional expectations and policies apply and may be provided upon request.
University Student Housing Professional Staff Partner Policy

A valid marriage license must be presented by the official position start date to the Manager of Recruitment and Staff Orientation.

Affirmative Action & Equal Opportunity (AAEO) Statement
It is the policy of Texas Tech University to strive to maintain an educational and work environment free from impermissible discrimination. In addition to Texas Tech University’s policy against discrimination on the basis of race, color, religion, sex, national origin, age, disability, protected veteran status, genetic information, or refusal to submit to a genetic test, it is the policy of Texas Tech University that no person shall be subject to discrimination on the basis of sexual orientation or gender identity with regard to admission, employment, or use of the programs, facilities, or services of Texas Tech University.