

Graduate Residence Life Coordinator  
2024-2025





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

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
  - o 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:
  - o July 15<sup>th</sup> – 19<sup>th</sup>, 2024 for Professional Staff Training
  - o 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
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