

The Graduate Residence Coordinator (GRC) is a live-in graduate student staff member in the

Department of Residential Life who is responsible for supporting a full-time Residence Coordinator (RC) in the administration of a living community. Under the supervision of the RC, this role supports all aspects of building management including student staff supervision, administration, and community development efforts.

Staff Supervision (40%)

- Co-supervise a staff of 8-20 RAs through weekly staff meetings, regular one-on-one meetings, and semesterly evaluations.
- Hold student staff accountable utilizing performance management processes to deliver a high-quality experience for residents.
- Establish appropriate boundaries with staff in support of their academic, personal, and professional wellbeing.
- Provide guidance to RAs in the implementation of programming efforts and referral of residents to campus resources.
- Manage the RA on-call rotation calendar within assigned community including initial scheduling and changes.

Student Outreach & Crisis Management (25%)

- Serve as part of the departmental on-call rotation, and coordinate response to crisis.
- Provide on-scene response to campus situations and offer support for Resident Assistants (RAs) in conjunction with emergency response personnel.
- Utilize and follow departmental protocol and procedures.
- Aid in student of concern outreach and follow-up as directed.
- Mediate roommate and group-related conflicts as needed.
- Serve as a campus security authority, university hearing officer, and conduct administrator for assigned community.

Community Building & Leadership (15%)

- Maintain visibility and presence within the assigned community, serving as a positive role model for staff and students.
- Direct programming initiatives in accordance with departmental community engagement model.
- Create and execute a signature program for assigned community in the fall semester.
- Develop an inclusive community for residents and staff promoting mattering and belonging.
- Directly advise and support Community Council in assigned community through weekly meetings and programming efforts.
- Support academic initiatives including in-community tutoring, Residential College programs, and faculty presence in community where applicable.
- Implement departmental assessment initiatives to guide data-driven decisions and student engagement.
- Provide support and appropriate referrals to students regarding their academic, social, and personal wellbeing.

Administration & Building Management (15%)

- Serve as a point of contact for departmental paperwork and processes within assigned community.
- Aid in the coordination of the opening and closing of assigned residential community at designated times (fall opening, winter break closing, spring opening, and end-of-year closing)
- Manage low-level maintenance and facility issues with appropriate maintenance and custodial staff, including work order organization and appropriate follow-up.
- Monitor and manage spending of budget lines related to community engagement and Community Council
- Assist in coordination of room change processes with Assignments staff.

Departmental Responsibilities (5%)

- Know and understand departmental and university policies and processes, along with applicable state and federal laws and mandates.
- Support and attend divisional, departmental, and Residence Hall Association events (e.g., Welcome Week, Homecoming, SPIN, LSU Kickoffs, etc.).
- Opportunities for departmental implementation teams, taskforces, and work groups as directed.
- Attend and contribute to departmental meetings, annual fall and spring training, and ongoing staff developments.
- Participate in recruitment and candidate evaluation at all levels of the department.
- This position is designated as essential personnel in case of a disaster or event and will be required to remain on campus and be present for emergency situations.
- Fulfill other duties as assigned to ensure quality experiences for all community stakeholders.

Compensation & Benefits

- 10-month stipend of \$ 15,000
- Furnished apartment including cable television, internet, and utilities.
- Inclusive roommate policy.
- Pet policy which allows for either one dog, cat, or fish tank.
- Staff Meal Plan of 25 meal swipes & \$350 Paw Points per semester.
- Departmental issued iPad.
- Opportunities for professional development, including funding up to \$800 from the departmental budget.
- Tuition support in accordance with the LSU Graduate School policies, up to 18 credits per academic semester; student is responsible for fees, which provides access to university recreation and student health center on campus.

Conditions of Employment

- GRCs are required to live in a residence hall apartment and be available for irregular hours, extended workdays, on-call emergencies, and weekends, completing 20 hours of work per week.
- GRCs are required to sign and abide by the terms and conditions in the Academic Year Contract.
- The term of appointment is for the 2026-2027 academic year and is a ten-month position, running from late-July to mid-May. Opportunities for summer employment may be available.
- Appointment is based on performance and is renewable upon intent to return, evaluation, and consent of the supervising RC and Leadership Team of the Department of Residential Education.
- Employment is scheduled from the start of training in July, at an hourly rate of pay; assistantships begin following the end of the summer school calendar, through the mid-May release date.
- Should a GRC leave before the end of their Academic Year Contract, the stipend will be pro-rated to reflect the actual date of departure.
- Maintain a minimum cumulative semester GPA of 3.0 per the Graduate School requirements for assistantships.
- Maintain full-time enrollment in graduate school during the fall and spring semesters; summer enrollment is optional and is covered by the department provided the GRC is enrolled the previous and following semesters, and the department has an employment need.
- GRCs must seek Leadership Team approval to participate in academic-related programs (internship, teaching aides, practicum, etc.) before agreeing or signing any work contracts, whether paid or unpaid.
- Outside employment must be approved by the Leadership Team and will be based on position and academic performance; outside employment cannot interfere with GRC responsibilities.
- GRCs must disclose any romantic, physical, or intimate personal relationships they have with other Residential Life staff members or residents under their supervision within their assigned community. Disclosure does not imply judgment or punishment but aims to ensure transparency and appropriate management of any potential conflicts of interest. Information disclosed by GRCs regarding their relationships will be treated with privacy and respect. Failure to disclose these relationships may result in disciplinary action, up to and including termination of employment, with regards to each situation's context.

Qualifications

- Bachelor's degree required by the first date of fall classes at LSU.
- Experience serving in on-call rotation, or comparable crisis response role.
- At least 1 year of applicable leadership experience at the undergraduate or graduate level (e.g., RA, an active role in a student organization, etc.).

- Full-time enrollment in a graduate degree program at LSU, with preference given to students enrolled in Higher Education, Counselor Education, Leadership and Human Resources, or related programs (Note: if successful candidate possesses or is enrolled in a social work and/or counseling degree, they will not be afforded counselor privileges as this role is a mandatory reporter and campus security authority designee)
- Possess proficient communication, organizational, administrative, and interpersonal skills.
- Candidates must be flexible, possess the ability to adhere to deadlines, and be self-motivated.

I hereby acknowledge that I have read, understood, and agree to the terms and conditions outlined in this position description. I understand that this agreement constitutes the entire understanding between the Department of Residential Life and myself regarding my employment. I also understand that the terms and conditions of this agreement are subject to change per the department's needs, and notice will be provided when possible. By signing below, I accept the terms and conditions set forth in this Employment Agreement.

Written Name	Community
Signature	Date

EEO Statement:

The LSU System is an equal opportunity/equal access employer.

Americans with Disabilities:

The LSU System is in compliance with the Americans with Disabilities Act.

Non-Discrimination Statement:

LSU does not discriminate on the basis of race, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national or ethnic origin, age, disability, genetic information or veteran's status in its programs and activities and provides equal access to Boy Scouts and other designated youth groups.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, or disability, please contact LSU's Title IX, ADA and 504 Coordinator: Jennie Stewart, jstewart@lsu.edu (225) 578-3918 or University Administration Building, Ste 123