GRADUATE RESIDENCE COORDINATOR AGREEMENT
2019-2020

I, ________________________________, hereby accept the position of Graduate Residence Coordinator (GRC) for the 2019-2020 academic year, defined as July 15, 2019 through May 17, 2020. I agree to fulfill the duties of the position as defined by Residence Life & Dining Services and this agreement.

Residence Life & Dining Services Mission Statement and Values
Residence Life & Dining Services strives to create an inclusive living and dining environment for students, families and the campus community by providing a healthy and memorable educational setting which fosters academic and personal growth.


Position Summary
The GRC position is a 19-hour per week live-in position. The GRC is a full-time graduate student who lives in one of our larger residence halls. The GRC aids in the development and supervision of student staff members, provides leadership to hall programming, manages operations of front desks, serves on Departmental committees, serves in an on-call duty rotation, and builds a dynamic living learning community for residents in the hall.

Position Requirements
As a Graduate Residence Coordinator, I understand, I will be expected to:
    Be enrolled as a full-time student (9 graduate credit hours).
    Maintain a minimum semester GPA of 3.0 and a cumulative GPA of 3.0 throughout employment as a Graduate Residence Coordinator.
     o Failure to meet GPA and/or credit hour requirements will result in GRC being placed on probation for one semester. Failure to meet the requirements after probation may result in termination.
     o The probationary period for Fall grades will extend through the following Spring semester. The period for Spring grades will extend through the following Fall semester.
     o Earning a semester GPA below 2.0 may result in termination.
    Be available to work over University breaks.
    Maintain a positive financial, academic, and student conduct status with Residence Life & Dining Services and the University of Wyoming.
    Be available from 6-8 p.m. each Monday evening of the semester for RA staff meetings.
    Be available for training sessions each semester (see “Community Development” section).
    Sign a housing contract with Residence Life & Dining Services.
Major Job Components

**Desk Operations**

- Coordinate recruitment and selection, and serve as primary supervisor for all Desk Assistants.
- Assume primary oversight over establishing desk shift coverage by Desk Assistants and Resident Assistants. Routinely monitor desk personnel availability and promptly coordinate coverage for vacant shifts when they arise.
- Manage hiring and payroll paperwork for all Desk Assistants and Resident Assistants who work paid desk shifts. This includes coordination of time sheets, monitoring of When to Work and Time Clock Plus scheduling and timekeeping systems, and working with Department HR staff to ensure University HR procedures are being followed.
- Coordinate training of Desk Assistants and work collaboratively with Residence Coordinators to plan and implement desk training for Resident Assistants during Fall and Winter training periods.
- Monitor and manage Desk Assistant work performance in accordance with Department Student Staff Supervision Philosophy Guide.
- Provide direction and support to Senior Resident Assistants (SRAs) in their responsibility of providing oversight over front desk in their assigned communities. SRA desk oversight includes:
  - Work collaboratively with GRC and RC to establish and enforce desk expectations.
  - Complete room/mailbox key inventories once per week, and work with RC to order new keys when necessary.
  - Keep community desk clean and orderly, and coordinate purchasing of desk supplies with the RC when needed.
  - Serve as point of contact for mail and package operations for community desk, including ensuring adherence to mail procedures, correcting mail issues, and responding to misdelivered or missing mail/package concerns.
- Perform other duties as assigned.

**Community Development**

- Participate, be engaged and visible.
  - Be prepared, engaged, and present within staff functions and the community.
  - GRC is required to have weekends away from campus approved by their Residence Coordinator. One weekend away per month is permitted, and must be approved at least 48 hours in advance.
  - Vacation cannot be taken on the following days:
    - RC Training—July 15, 2019 to August 2, 2019
    - Fall RA Training, Move-In, and Cowboy Connect—August 12, 2019 to September 6, 2019
    - Winter RA Training—January 21, 2020 to January 24, 2020
- Work with supervisor to gain familiarity with principles of community and student development. Actively support an environment that reflects a sense of community and interpersonal responsibility, in which student needs are effectively addressed.
- Be available and accessible to residents, maintain visibility within the residence hall, and regularly interact with the community.
- Create an inclusive and welcoming environment for all students.
- Assist students in need of special services by making referrals to other University offices when needed.
- Follow up on concerns about individual residents as conveyed by staff and other students.
- Assist students in academic and social adjustment to the University of Wyoming; assist in developing individual responsibility, personal growth, and social awareness.
- Support Community Senate, the Residential Housing Association, and National Residence Hall Honorary.
- Depending on supervisor preference and GRC interest, GRC may have the opportunity to serve as an advisor to a Community Senate. This responsibility includes, but is not limited to:
- Recruit Community Senate members
- Aid in the development of Community Senate mission, goals, and meetings
- Attend all Community Senate meetings, events, and functions
- Assume active responsibility for success of Community Senate through individual and group coaching, goal setting, and oversight

- Participate and assist with Cowboy Connect, Homecoming, Admissions events, and other designated University programs.
- Role model positive personal, academic, and job-related behaviors.
- Demonstrate a positive attitude, enthusiasm, and pride for the GRC position.
- Perform other duties as assigned.

**Staff Function & Supervisor Interaction**

- Provide direct and/or indirect supervision to RA staff, as defined by supervisor. Indirect supervision includes but is not limited to providing feedback and mentorship, assisting with training efforts, co-facilitating weekly staff meetings, and overseeing RA projects and administrative tasks.
- Maintain a positive working relationship with supervisors and keep supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Assist with administrative functions that supervisor deems necessary such as monitoring RA community development form submissions, performing check-in/check-outs, room condition sheets, weekly reports, etc.
- Maintain a positive working relationship with fellow staff members, other RLDS staff, and UW faculty and staff.
- Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
- Assist with Departmental student staff selection and recruitment efforts.
- Consistently demonstrate behavior characterized by integrity; this includes, but is not limited to, providing accurate and true information on all documentation and communication within RLDS.
- Perform other duties as assigned.

**Administration**

- Attend all RA staff meetings and staff trainings.
  - Weekly RA staff meetings, Mondays from 6 to 8 pm
- Be available to work during holiday/break periods when the residence halls are open.
  - Thanksgiving/Spring Break: Duty and desk coverage are maintained during these periods. GRC should consult with their supervisor prior to making travel plans.
  - Winter Break: GRC is required to stay until all closing responsibilities are complete and excused by supervisor.
  - All vacation/travel plans must be approved in advance by supervisor.
- Assist with all administrative, facility and operation tasks within residential buildings, as designated by supervisor.
  - Including but not limited to: check-ins, check-outs, paperwork, health and safety inspections, Early Alert checks, etc. that are required at throughout the year.
- Attend weekly Residence Education meetings.
- Attend weekly one-on-one meeting with supervisor.
- Maintain designated office hours. GRC should work with their supervisor to ensure DA and RA staffs are aware of office hours and how to reach GRC.
- Assist in the coordination of specific daytime, evening, and weekend duty schedules for assigned staff to ensure hall coverage.
- Serve on a minimum of one Departmental committee.
Monitor UW email account and RLDS mailbox daily for work-related messages, and respond within one business day.

Communicate professionally and appropriately with all residents, prospective residents, and UW staff/faculty as an RLDS representative.

In the course of performing their duties, GRC has access to and are made privy to sensitive and confidential student information. GRC must maintain the security and confidentiality of this information by not divulging information to any person unless in accordance with the Family Educational Rights and Privacy Act (FERPA).

Perform other duties as assigned.

Policy Enforcement & On-Call Functions

Serve in the Live In On Call (LOC) rotation and perform duty functions as established by the Department and Residence Coordinator to enforce policies, ensure safety, and serve as a resource to the community.

LOC shifts are week-long and go from 9 AM on Monday to the following Monday at 9 AM. GRC will have approximately 3-4 weeks of LOC duty per semester.

While serving as LOC, GRC must remain within Laramie city limits to ensure timely response to potential incidents. GRC must coordinate coverage if their academic responsibilities (class, practicum, clinicals, etc.) prevent them from being able to promptly answer and respond to situations while serving on LOC.

While serving as LOC, GRC will not consume alcohol or drugs (including prescription drugs that might alter one’s ability to make sound judgment).

Review, understand, and uphold all items outlined in the RLDS Policies and Procedures and the Res Ed Professional Staff Training and Resource Manual for addressing situations, which includes confronting, reporting, and following up with appropriate people. It is necessary to report all safety, security, health and behavioral concerns.

GRC must report any and all threats or incidents of violence (including self-harm) or sexual misconduct immediately and in-person or by phone to their supervisor or the Live In On Call (LOC). If an incident of this nature takes place while the GRC is serving as LOC, the GRC must respond in person in accordance with incident response protocols, and must report relevant incident information to the Administrator on Call (AOC).

Depending on supervisor preference and GRC interest, GRC may have the opportunity to serve as a conduct hearing officer. This responsibility includes, but is not limited to:

- Address problematic resident behavior through intentional conversations
- Determine resident responsibility for alleged policy violations and assess related educational sanctions and administrative outcomes
- Administratively process conduct cases in a timely manner via Maxient conduct software

Serve as a positive role model through all internet activity and computer-related communications including, but not limited to, instant messaging, online journals, texting, social networking sites, mobile applications, and email communications.

Adhere to all Federal and State Laws as well as University and Departmental policies (as outlined in the RLDS Policies and Procedures, Code of Conduct and Res Ed Professional Staff Training and Resource Manual) whether on or off campus.

- GRC will be held responsible for violations of the RLDS Policies and Procedures or Code of Conduct. Cases will be adjudicated in accordance with the University conduct process, and applicable outcomes and sanctions shall be assigned independently of any applicable job action, which may include termination of employment.
- Alcohol/Drug Related Examples
  - If under the legal drinking age, GRC will not consume alcohol.
  - If over the legal drinking age, GRC may have/consume alcohol in accordance with the RLDS Policies and Procedures.
- If over the legal drinking age, GRC will not consume alcohol before or while on duty or performing other duties in relation to the GRC position.
- GRC will not possess/use illegal drugs.

  o Safety and Security Examples
    - Be fiscally responsible with funding and resources provided by the Department.
    - GRC will not provide transportation to any residents.
    - GRC will not take personal property of residents or items/purchases by RLDS. This includes but is not limited to: abandoned property, items in the lost and found, and program supplies.
  
  o GRC will not speak to any media/communication outlet as a representative of the University or Residence Life & Dining Services. Media inquiries should be directed to one’s supervisor or other Department administrator.
  
  o Unauthorized use or misuse of a WyoOne ID, lock combinations, regular or master keys, or card access systems to the residence halls and/or UW Apartments is prohibited. Examples of unauthorized use include:
    - Leaving master keys or lock combinations in unsecured locations.
    - Entry into a room, apartment, or other areas of a facility for purposes other than legitimate staff business.
    - Using a master key or encoding a card to obtain access to a room or apartment without legitimate staff reason to do so.
    - Lending, borrowing, or duplicating of University keys or access cards to anyone other than another staff person or emergency personnel for the purposes of carrying out staff responsibilities.

  o UW Conflict of Interest/Conflict of Commitment
    - A conflict of interest occurs when any employee of the University is in a position to affect significantly the business transactions of the University with an organization in which the employee has an interest. University employees have a duty to disclose any such conflict or any set of circumstances which may give the appearance of conflict of interest.
    - A conflict of commitment arises when professional service or research contracted outside the University, consultations or other outside activities (e.g., outside teaching or business) of an employee interferes with the main duties to students, colleagues, and the primary missions and policies of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial payment or other incentives and, in such cases, may also constitute conflicts of interest.
    - GRC must refrain from promoting other organizations to which they may belong, hosting organization meetings, fundraising, or otherwise soliciting to other students while in UW residential communities or while being viewed in the capacity of a staff member.
    - Given the role of the GRC as an authority figure within the residential communities, conflicts of interest may also arise between a GRC and another residential student or UW staff member. GRC is expected to report to their supervisor relationships which might constitute a conflict of interest with their GRC duties. Examples may include, but are not limited to, siblings, significant others, etc.
    - Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated or managed in accordance with UW Regulations and Presidential Directives, will result in appropriate sanctions, including the termination of employment, if warranted.

- Perform other duties as assigned.
Compensation
As a part of the employment of being a Graduate Residence Coordinator, Residence Life & Dining Services, will provide a furnished suite-style room within a residence hall. Provided furnishings include a queen sized bed, micro-fridge, wardrobe, desk, and a private bathroom. Additionally, an "Block 210" meal plan when the Dining Center is in operation, and a parking permit will be provided to GRC.

Information regarding your package allowance can be found here: http://www.uwyo.edu/uwgrad/prospective/finances.html. RLDS will provide the minimum allowance amount for the academic year. If your academic costs exceed the minimum allowance, you will be financially responsible for the cost difference. Package allowance disbursements are provided only for Fall and Spring semesters; academic benefits do not extend to the Summer terms.

Reappointment
I understand this appointment is only for the 2019-2020 academic year and I must apply for reappointment. Reappointment is not guaranteed as it is contingent on my work performance and Departmental needs.

Termination & Resignation
I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

- Termination from the GRC position may affect eligibility to continue or assume further employment within RLDS.
- Resignation from the GRC position prior to the end of the contract year may affect eligibility to be considered for future employment within RLDS.
- Separation from the GRC position prior to the end of the contract year, whether due to resignation or termination, will result in the loss of compensation. Departing GRC will be given a maximum of 72 hours from the end of employment to vacate the GRC room, and will be responsible for any housing or dining costs incurred thereafter. The final GRC stipend allowance will be prorated based on the last day of employment.
- Prohibited Conduct: Examples of behavior which will likely result in termination includes, but is not limited to:
  - Behavior that is not characterized by integrity
  - Activities that threaten the life or safety of the community
  - Violation of state, local, or federal laws
  - Use of alcohol by staff members under the age of 21
  - Use of alcohol and/or illegal drugs, regardless of age, while being viewed in the capacity of a staff member
  - Severe and/or public intoxication
  - Misuse or unauthorized use of any access system (card encoding, hard keys, room combinations, etc.)
  - Misuse or unauthorized use of Department procurement card, University property, or other State resources
**Agreement**

I have read and acknowledge the Graduate Residence Coordinator Agreement. By signing this agreement, I understand all that is expected and required of me as a Graduate Residence Coordinator. I also understand I am giving permission to the Department of Residence Life & Dining Services to access my academic and discipline records and to discuss information relevant to my eligibility for employment.

I understand that this agreement is subject to the availability of funds and may be canceled if funding no longer is available, or if Departmental needs change.

I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in corrective action or termination.

I understand that as a student employee of the University of Wyoming I am at-will, and this is an at-will position.

This Graduate Residence Coordinator Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated to me by the Residence Education staff throughout the agreement term.

_________________________________________ Date _________________

Signature of Graduate Residence Coordinator

_________________________________________

Print Name of Graduate Residence Coordinator

_________________________________________ Date _________________

Signature of Associate Director of Residence Education or Designee

_________________________________________

Print Name of Associate Director of Residence Education or Designee