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## Position Description



### Graduate Residential Life Coordinator

Job Category **Fulltime Regular**ExemptOvertimeEligible **Exempt**Benefits Eligible **Benefit Based**[Apply Now](#)

Caltech is a world-renowned science and engineering institute that marshals some of the world's brightest minds and most innovative tools to address fundamental scientific questions. We thrive on finding and cultivating talented people who are passionate about what they do. Join us and be a part of the diverse Caltech community.

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### Job Summary

A Residential Life Coordinator (RLC) is an active and visible live-in professional staff member who provides 24-hour/day leadership and supervisory support for their residential community. Qualified candidates must be able to respond to emergency and crisis situations, engage students through programming, enforce policy, and build community during business hours and sometimes on evenings and weekends. Qualified candidates will make Caltech their permanent residence. RLCs report to the Director of Residential Experience and work within the Office of Student and Family Engagement (SFE) which also includes student activities and engagement, new student transition and first year experience and our faculty in residence program.

The Graduate Residential Life Coordinator (GRLC) is responsible for overseeing multiple housing complexes within graduate residential communities, including the Catalina Apartment Complex and off-campus lease properties. The GRLC is responsible for hiring, training, and supervising the work of the Graduate Resident Associates (Grad RA team) and will appoint, train, and advise the Caltech Community Associates (CCAs) who develop social and educational programs for graduate students. A successful candidate for the position of GRLC will develop meaningful relationships with graduate students. They will address the co-curricular needs of the graduate student community, and will work with colleagues to support the academic, emotional and wellness needs of the students. They will engage in ongoing communication within the graduate residential areas – all with the goal of providing an inclusive community and a rewarding Caltech experience to our master's and doctoral students.

The GRLC will attend area programs and meals, host weekly office hours, organize social events, and support student activities. The GRLC will also play an integral role in Caltech wellness programs and therefore participate in ongoing trainings and professional development around these important issues.

A primary role of the GRLC is to support graduate students transitional programming to the Institute each summer and orientation each fall. In collaboration with the Director of New Student Transition Programs and First-Year Experience, the GRLC will be involved in supporting New Graduate Student Orientation, as well as year-round transition programs for new students. In addition, the GRLC will provide supportive programs for upper year graduate students. The GRLC will oversee all aspects of the residential experience for graduate students, including and not limited to, reserving event spaces for graduate students in the Catalina Apartment Complex, assisting with roommate conflicts and community noise issues, working in collaboration with the Caltech Accessibility Services for Students and the Housing Office in the emotional support animal (ESA) registration process, collaborating with the Housing Office during graduate housing lottery period on roommate

finder resources for new and returning students, and responding to any residential-life related inquiries from graduate residents (student and family members, including partners and spouses).

### Essential Job Duties

- Live in campus housing and serve as the primary resource for graduate students' residential experience, including and not limited to, attending various student functions, evening events, new student graduate orientation, commencement.
- Hold weekly office or open house hours and make every effort to get to know—and have a meaningful connection to — their own area residents, as well as other students in Caltech property owned housing.
- Serve as the staff advisor for the Caltech Community Associates program and other graduate student leadership on various matters and develop tailored educational programs for graduate students.
- Supervise the Resident Associates (RAs) in their area, all of whom are Caltech Graduate Students. This includes leading bi-weekly area discussions; attending weekly Residential Life meetings; hiring and supporting area staff; managing the area budget; and aiding in the training of the RAs.
- Participation in an on-call rotation for the entire undergraduate/graduate population; emergency/crisis response; individual student interventions; policy enforcement and low-level conduct hearings; and service on the Conduct Review Committee. This position is considered essential reporting for emergencies.
- Manage the administrative functions of the residential area including housing check-in and move-out, Caltech Housing and Institute policy enforcement and other needs.
- Participate in and lead additional SFE and campus initiatives that support and engage students.
- Evening and weekend responsibilities expected.
- Other duties as assigned.

### Basic Qualifications

- Have or will complete a master's degree within three months of their hire in Education, Social Work or a related program and two years of paraprofessional or professional experience working with students in higher education.
- Crisis/Emergency response/management experience.
- Ability to successfully co-habitat with campus residents in a collegial manner.
- Excellent written and oral communication skills as well as the ability to multi-task, prioritize and be flexible.
- Appreciation of the culture and priorities of a Science and Technology-focused research institution.

### Preferred Qualifications

- Professional experience working with graduate students in Higher Education.
- Experience as a student or professional at another academically rigorous institution/university.
- Experience living in as an RA or other similar Residential Life position.
- Professional experience addressing graduate student needs and understanding graduate student development.
- Appreciation for the demands on graduate students, especially at the doctoral level.

### Required Documents

- Resume.
- Cover Letter.

## Hiring Range

\$61,100 - \$68,640 Per Year

The salary of the finalist(s) selected for this role will be set based on a variety of factors, including but not

limited to, internal equity, experience, education, specialty and training.

As one of the largest employers in Pasadena, CA, Caltech is committed to providing comprehensive benefits to eligible employees and their eligible dependents. Our benefits package includes competitive compensation, health, dental, and vision insurance, retirement savings plans, generous paid time off (vacation, holidays, sick time, parental leave, bereavement, etc.), tuition reimbursement, and more. Non-benefit eligible employees will have access to some benefits such as onsite counseling and sick time. Learn more about our [benefits](#) and [staff perks](#).

## EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, or national origin, disability status, protected veteran status, or any other characteristic protected by law.

Caltech is a VEVRAA Federal Contractor.

To read more Equal Employment Opportunity (EEO) go to [eeoc\\_self\\_print\\_poster.pdf](#).

## Disability Accommodations

If you would like to request an accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to Caltech Recruiting at [employment@caltech.edu](mailto:employment@caltech.edu).

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