

USC Residential Education Graduate Residential College Coordinator

- Job Title
 - Graduate Residential College Coordinator
- Department & Website
 - Residential Education
 - <https://resed.usc.edu/employment/graduate-assistant-positions/>
- Contact Information: Name, title, phone, and email.
 - ResEd Search Committee
 - resedjob@usc.edu
- Job Description/Responsibilities
 - Can be found on the following 2 pages
- Who is eligible to apply? (PASA and/or EC?)
 - Both
- Number of open positions
 - 11
- Start Date & End Date
 - July 17, 2023 to May 17, 2024
- Compensation (please include all that apply):
 - Furnished apartment and meal package
- Required application materials (ex: resume and cover letter)
 - Completed application by February 20, 2023
 - Current students apply at usc.erezlife.com
 - Prospective students can apply usc.erezlife.com/login
- Additional Pertinent Information
 - First round interviews: March 6-10, 2023
 - Second round interview: March 20-24, 2023
 - Final decisions: April 2023

GRADUATE RESIDENTIAL COLLEGE COORDINATOR

Office for Residential Education

Position Description

The Residential Education staff at the University of Southern California provide housing and support services for 10,000 students living within USC Housing. The Graduate Residential College Coordinator (GRCC) is a live-in graduate position designed to add practical experience to their graduate studies and prepare them for an entry-level, full-time position in Student Affairs. The GRCC plays an integral role in creating a residential community that encourages student and community engagement. Graduate Residential College Coordinators are expected to incorporate the mission, vision, and core values of Residential Education into their work while at USC.

The GRCC is responsible for advising a community council. In addition to the essential duties listed, the GRCCs provide leadership in the development of a robust academic and social environment for residents, while creating and maintaining a high level of safety, security, and well-being for all residents.

Essential Duties and Responsibilities include the following:

1. Advise a community council while supporting the overall mission of RHA (Residential Housing Association)
2. Provide advice, support, assistance and referrals to resident students regarding academic, housing, personal or other concerns
3. Provide resources and support for the activities and programs in the residential community
4. Maintain a weekly work schedule of 20 hours/week for residents and staff. Evening commitments are expected. Additionally, there will be periodic weekend commitments.
5. Perform administrative functions for day-to-day operation of the assigned residential community
6. Other duties as assigned by the departmental leadership

Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education:** Bachelor's Degree required. Must be enrolled as a student in a graduate program at the University of Southern California
- **Work Experience:** prior work experience in residence life is preferred.
- **Leadership Experience:** demonstrate leadership skills and ability to work effectively with staff and students.
- **Language Ability:** Ability to effectively present information and respond to questions from students, faculty, staff, and the general public
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** Advanced MS Word processing, MS Excel or Spreadsheets, MS PowerPoint and MS Access or Database Software. Adept user of Internet, e-mail and other office automation systems.

Compensation:

Furnished apartment and meal package.

Specific Duties and Responsibilities

Administrative Functions

- Develop a working knowledge of the Office for Residential Education operations
- Maintain work schedule designed to provide maximum accessibility and involvement with students and staff. It is expected that the GRCC will be available to students and staff in the evening hours and during periodic weekend commitments
- Demonstrate effective communication, planning, and organizational skills as they relate to job responsibilities
- Perform administrative tasks associated with hall closing and opening and participate in departmental staffing of check-in/out
- Maintain office management information and supplies

Budgeting Functions

- Maintain a building/community budget including funds for programming, faculty funds, and office supplies
- Maintain accurate records and receipts for the Workday financial reconciliation processes

Student Development Functions

- Incorporate student development theory and knowledge into daily practices and decision-making
- Develop working relationship with Faculty in Residence through regular meetings and on-going communication

Departmental Duties

- Attend regularly scheduled one on one supervisory meetings with the Residential College Coordinator
- Develop working relationships with key campus partners, including but not limited to: Campus Activities, Student Equity & Inclusion Programs, Office for Health Promotion Services, and the Office of the Vice President.
- Attend events and programs sponsored by the department and/or the Division of Student Affairs, including those that periodically occur on weekends and evenings
- Wear appropriate attire for office hours, central staff functions, and all meetings
- Other duties as assigned by the department

Residential Experience

- Assist RCC with the overall implementation of the Residential Experience within a residential community
- Serve as advisor to community council while supporting the overall mission of RHA
- Attend events, meetings, and activities offered by RAs, community councils, and RHA
- Help coordinate and participate in all Faculty in Residence, Community Council, RA, and RCC events
- Promote safety and security awareness in the assigned hall(s) through educational events
- Help with assessment efforts around Residential Experience

Mission Related Responsibilities

- Foster an atmosphere in the residence buildings that supports the departmental, division and University missions
- Promote equity & inclusion through daily practices and within the Residential Experience
- Develop and promote a housing community that is inclusive

Professional Development

- Participate in professional development opportunities sponsored by the Office for Residential Education and the Division of Student Affairs