

JOB DESCRIPTION

Position Title: Graduate Hall Coordinator,
Residential Life
Department: Residential Living and Learning

Primary Location: DeLand Campus
Position Type: Graduate Assistant
Position Number:

Position Summary: The Graduate Assistant (GHC) for Residential Living and Learning supports the development of inclusive, supportive, and educational residential communities at Stetson University. This role is instrumental in overseeing the daily operations of an assigned residential area, providing student support and care, and contributing to departmental projects, social media, and training initiatives. This position offers a dynamic opportunity for hands-on experience in student affairs and residence life. The successful candidate will be dedicated to providing exceptional service and support driving the facilitation of a transformative residential experience where learning, living, and Stetson's values converge.

Essential Job Functions and Responsibilities: Employment duties will include, but not be limited to:

- Manage a designated area of residence halls for approximately 150-250 students, including implementing effective management and administrative strategies in the day-to-day operation of the residence halls.
- Serve as the direct supervisor and support system for a team of up to 6 Resident Assistants.
- Facilitate regular 1:1 meetings and support RA development.
- Address low-level student concerns and roommate mediations (~12 hours/month).
- Serve as a hearing officer for low-level student conduct cases, as needed.
- Assist with planning and facilitation of RA Institute, held in fall and spring.
- Support pre- and post-fire drills, including signage and fire drill scheduling and RA logistics.
- Provide educational support to the Assistant Director cluster/team (e.g., training emails, outreach).
- Contribute to departmental initiatives and special projects as assigned by the Assistant Director (e.g., RA Duty management, summer furniture replacement).
- Help track and complete summer projects, particularly related to residential furniture and facility needs.
- Lead residential curriculum focused social media efforts for RL&L, including creating content and managing platforms.
- Collaborate with Office Assistant (OA) and Social Media Manager role(s), as needed.
- Coordinate in-person marketing, tabling, and promotional activities (~2-5 hours/month).
- Participate in departmental, staff, and CLASS meetings:
 - Department: 6 hours/month
 - Res Ed: 4 hour/month
 - On Call: 1 hour/month
 - CLaSS: 2 hours/month
 - Team and All Staff: 8 hours/month Wednesday evenings (9 PM – 11 PM)
- Work residential facilities openings, closings, and transition periods between terms.
- Provide administrative support to RLL professional staff and perform other duties as assigned.
- Serve in on call emergency response rotation for Campus Life and Student Success to ensure the safety and well-being of residential and commuter students. This essential job function requires the ability to climb stairs and provide in-person support for incidents.
- Designated as essential personnel for the purposes of emergency management, including in the event of a hurricane or other significant event.

Qualifications: The Graduate Hall Coordinator:

- Must be unconditionally or provisionally admitted to a Stetson Graduate Program (with the exception of the MFA programs)
- Must take a minimum of six credit hours each semester and work in person
- Maintain a clear student conduct record throughout the duration of their employment

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- Consistently demonstrate maturity, professionalism, and effective positive communication skills when working with faculty, campus partners, students, and peers
- Uphold confidentiality and handle sensitive materials or information
- Desire and ability to actively contribute to an inclusive and values-based community
- Proficient knowledge of Microsoft applications (Word, Outlook, Excel, etc.)

Preferred Qualifications:

- Prior experience in residential life, student support, or programming
- Highly organized and reliable self-starter who effectively manages deadlines, evaluates priorities, and completes tasks in a timely fashion
- Ability to think creatively, present solutions and resolve problems
- Strong self-motivation with capacity for self-directed work
- Experience with mediation, intervention, and emergency response in an on-call capacity
- Experience with data management
- Experience navigating social media platforms such as Facebook, Instagram, etc.

Work Environment:

Expected to work a total of 25 hours/week during the year (including summers) and reduced to 20 hours/week during assigned on call weeks. (Office open Monday-Friday 8:00 AM – 4:30 PM). The position requires participation in a campus wide on-call crisis response capacity with significant weekend, evening, and early morning time commitments. It is required to live in a 1-bedroom on-campus apartment within a residence hall or student apartment complex. The position also maintains a high level of relationship building with students and staff by walking through all buildings on a regular basis as well as monitoring the physical condition of residential facilities which requires some physical effort, i.e. some standing and walking, climbing stairs, frequent lifting (up to 25 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; occasional movement between environments with extreme temperature and humidity common in Florida and air conditioning. May work in areas that are dusty.

Reports to: This position reports to Assistant Director, Resident Success and Wellbeing.

Application Process:

- Email application materials including letter of interest, resume, and contact information for two references to Joshua Zabel, Assistant Director of Resident Success and Wellbeing at randlemployment@stetson.edu. Only complete applications will be considered. Review of applications will begin immediately.

Compensation Package:

The Graduate Hall Coordinator, Residential Living and Learning is compensated through a combination of tuition waiver and stipend, including:

- A tuition waiver for up to four courses each year (two in Fall term, two in Spring term, none in Summer term) not to exceed \$1,097 per credit and \$13,164 per semester. Student will be responsible for tuition exceeding two courses each semester. Please be aware that the tuition waiver and may be considered taxable income.
- Paid as a biweekly stipend not to exceed \$8,600 for the year.
- A weekly meal plan while university meal plans are in session.
- It is expected that the GHC work with their supervisor to plan 20 hours of paid vacation during the summer (mid-May – July 31) months. The GHC will also receive staff parking and access to all division training/workshop opportunities.
- Selected candidate will be afforded with opportunities to connect and receive mentorship outside of the department should they desire.
- GHC position is awarded for a one-year period (July 1 – June 30). As a result, this GHC position end date is June 30, 2026, with possible extension. This position could end at any time based on University Policy.
- On campus housing accommodation is required.

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This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Stetson University is an Equal Opportunity Employer that affirms inclusive environments and learning/engaging across differences as a core value of academic excellence in which all employees and candidates are treated equally no matter their age, color, disability, ethnicity, gender, gender identity, genetic information, marital status, military status, national origin, pregnancy, race, religion, sex, or shared ancestry. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from a tapestry of backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service.

We are dedicated to actions and policies that foster a community in which individuals across all identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in an increasingly diverse society and a globalized world. We encourage qualified candidates across all backgrounds and identities to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.