

**Residential Life**

University of Maryland, Baltimore County  
1000 Hilltop Circle  
Baltimore, Maryland 21250

PHONE: 410-455-2591

FAX: 410-455-1058

VOICE/TTY: 410-455-3233

[www.umbc.edu/](http://www.umbc.edu/)

**Title** *Graduate Assistant Coordinator  
Residential Facilities*

**Status** *Graduate Assistant, 12-month appointment*

**Supervisor** *Assistant Director for Facility Services*

**Dates** *12-months after effective start date*

**Qualifications:**

Earned Bachelor's (UMBC preferred) degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Preference given to applicants admitted to programs related to Engineering, Education, Information Technology, Construction Management or Counseling and Student Personnel Services. At least one year's prior experience in residence hall related employment preferred. Ability to negotiate stairs in multiple level facilities with no elevators required.

**General Responsibilities:**

The Graduate Assistant Coordinator is responsible for assisting the Assistant Director in the overall administration, planning, supervision of student staff and coordination of services in support of facility services functions. Residential Life has nine (9) communities, twenty-eight (28) buildings and houses approximately 3300 students. This is a 20 hours a week, live-in position.

**Specific Responsibilities:**

**Administrative Responsibilities:**

- Assist with development, coordination and implementation of consumable part supply and inventory control.
- Assist with facility inventory control.
- Assist with development, coordination and implementation of Safety and Security program planning.
- Assist with publications and educational components for Residential Facilities (fliers, workshops).
- Assist with the supervision of Maintenance Assistants (12), summer Project Assistants (25) and an Office Assistant (1).
- Assist with opening housekeeping planning and preparation.
- Attend meetings and activities during and after business hours as required.
- Serve on designated Department or Divisional Committees.
- Provide feedback to the Assistant Director about facilities issues and performance of paraprofessional staff and resident student concerns.

**Daily Operations Responsibilities:**

- Inspect facilities to identify maintenance concerns and to assess work that has been completed by contractors.
- Serve as a liaison with Physical Plant Project Managers on designated projects or tasks.
- Supervise student Project Assistants and other student workers on related tasks.
- Conduct weekly walk-through inspections of all Residential facilities and grounds.

- Assist with the paraprofessional staff training.
- Assist in the opening and closing of communities each semester.
- Assist with the management of the card access and security system.
- Supervise snow removal staff as and when required.

Residential Life Expectations:

- Participate in regular one-on-one meetings with supervisor and formal evaluation processes once per semester.
- Assist in department decision-making and the development of departmental policy.
- Participate in programs designed to acquaint various organizations and staff with the services and programs provided by Residential Life.
- Identify and utilize appropriate liaisons in accomplishment of objectives.
- Participate in all hall openings and closings.
- Possess a valid driver's license.
- Lifting of some heavy items may be required at times.
- Work independently with minimal supervision.
- Able to learn and perform other duties as assigned.
- Participate in an advisory capacity during after-hours (formal rotation)
- Perform all related duties as requested.

**Salary:**

Remission of tuition for 9 credits per semester (does not include mandatory graduate student fees), room and 10 meals a week (while the University is in session). Partial University of Maryland System benefits and stipend for the 12 month appointment period.

**Apply by June 19, 2015 for best consideration to:**

Frank Caldwell, [caldwell@umbc.edu](mailto:caldwell@umbc.edu)

Include cover letter, resume, and the names and contact information of 3 references.

For more information, call 410-455-1215

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.