Position Description

**POSITION TITLE:** Graduate Coordinator for Rights and Responsibilities (2 positions available)

**SUPERVISOR’S TITLE:** Coordinator for Rights and Responsibilities

**DESCRIPTION**

The Graduate Coordinator provides procedural and administrative support for the Office of Rights and Responsibilities. Primarily, the position involves the coordination of Judicial Board Hearings, the tracking of incidents throughout the residence hall system, and compilation and presentation of reports addressing student behavior in the residence halls. The Graduate Coordinator will conduct Preliminary Interviews and Disciplinary Conferences as needed. Additionally s/he will share responsibility for handling disciplinary judicial activities for the Department of Resident Life.

**SPECIFIC RESPONSIBILITIES**

- Correspond with respondents, complainants, community staff, Office of Student Conduct, and University of Maryland Police as needed.
- Categorize incident reports and maintain the Department disciplinary database; prepare and generate related reports.
- Track referral and housing violations; maintain referral records.
- Create and maintain Rights and Responsibilities student files.
- Assist with staff training on Rights and Responsibilities’ policies and procedures.
- Assist in the recruitment, selection, training, and general supervision of the Residence Hall Judicial Board.
- Prepare material for Judicial Board hearings.
- Compile statistics and produce semester and annual reports on student behavior and incidents of rule violations within residence communities.
- Serve as a liaison to the Office of Student Conduct, including service on committees for recruiting, selection and training of the University Student Judiciary, and attendance at all joint staff meetings and retreats.
- Organize and work with special projects as assigned.
- Coordinate and attend evening and weekend hearings, trainings and events as necessary for both the Department of Resident Life and the Office of Student Conduct.
- Other duties as assigned by the Coordinator of Rights and Responsibilities.

**QUALIFICATIONS**

Bachelor’s degree and enrollment in a University of Maryland, College Park graduate program. Strong administrative and organizational skills. Computer database, word-processing skills, and residence hall experience preferred.

*This is a 12-month, live-out position which requires a commitment of approximately 20 hours per week, including some evening and occasional weekend hours. On occasion, additional hours may be required to perform job responsibilities. The term of this position is the beginning of July 2018 – end of June 2019.*