Position Description

POSITION TITLE: Graduate Coordinator for Staff Development & Services
SUPERVISOR’S TITLE: Coordinator for Staff Development & Services

DESCRIPTION
The Graduate Coordinator (GC) provides significant leadership for the Graduate Assistant (GA) and Resident Assistant (RA) selection processes and assists in the planning, implementation, and evaluation of staff training for all levels of DRL staff. The Graduate Coordinator may also serve as an instructor for the RA class during the spring semester.

SPECIFIC RESPONSIBILITIES

Recruitment & Selection Functions
- Assume a primary role in coordinating the Graduate Assistant selection process, including marketing, preparing mailings and other materials, organizing interviews, assisting with evaluation of candidate files, serving as liaison with the Preview Day Committee, and responding to inquiries regarding assistantship opportunities.
- Provide leadership in filling GA vacancies that occur throughout the calendar year, including file management, candidate contact, and serving as the primary liaison to hiring officials.
- Assist in the coordination of RA selection, particularly related to the involvement of current RAs in the recruitment of applicants, but also assisting with marketing, coordinating locations and materials for information sessions, presenting information sessions, and providing logistical support with interview organization and implementation.
- Conduct orientation and wrap-up meetings with prospective employees during their campus interviews.
- Assist as needed in coordinating the schedules and logistics for campus interviews for searches.

Training & Development Functions
- Assist in coordinating departmental staff efforts focusing on personal and professional development for paraprofessional and full-time staff. Assist with planning, implementation and evaluation of initiatives including summer staff training programs and year-round staff development programs.
- Provide leadership in evaluating summer staff training, including development of evaluation tools, compilation of information, and reporting of findings.
- Serve as a training presenter and assist in the development and management of departmental programming and educational resources.
- May serve as an instructor for the Spring RA Class (HESI 470).
- Provide assistance to Community Staff in planning staff training and development efforts within the various communities.

General Human Resource Functions
- In collaboration with other Human Resources staff, provide office support for customers who may need assistance with payroll documents, application materials, or other concerns.
• Assist in compiling information and reports for the DRL Annual Report and various Human Resources tracking systems.
• Serve on DRL committees.
• Other duties as assigned.

QUALIFICATIONS
Bachelor’s degree and enrollment in a University of Maryland, College Park graduate program. Preference will be given to candidates with proven strong organizational and administrative skills and may be given to candidates with residence life, career center, or other related experience. Computer database and word-processing skills 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.