



The **UNIVERSITY of OKLAHOMA**[®]
Housing and Residence Life - Division of Student Affairs

Graduate Residence Coordinator (GRC)

CLASSIFICATION: Graduate Assistant (Student)

The University of Oklahoma Department of Housing and Residence Life accommodates approximately 5,000 students across six residential communities, offering traditional, contemporary (suite-style), residential college, and apartment facilities.

POSITION SUMMARY:

Graduate Residence Coordinators (GRCs) are live-in graduate assistants responsible for supporting the residential experience for OU students. GRCs assist Residence Life Coordinators in establishing a positive living-learning environment aligned with the department's educational priorities. The role encompasses student development, crisis response, programming, advising, and administrative tasks. GRCs serve in one of two primary areas: **Community GRC** or **Administrative GRC**, with distinct responsibilities outlined below.

QUALIFICATIONS:

1. Acceptance as a full-time graduate student in one of the University's academic programs (Adult & Higher Education/Human Relations program preferred).
2. Residence hall and/or undergraduate leadership experience.

GENERAL RESPONSIBILITIES:

All GRCs will:

- Live in and provide leadership within a university residential community.
- Maintain a visible presence and be available to students in a residential environment.
- Provide support and referrals to students regarding their academic, social, and personal well-being.
- Support and mentor student staff in their roles.
- Assist with the selection and training of RAs.
- Foster an environment that promotes respect, inclusion, and dignity for all individuals.
- Ensure administrative practices align with departmental functions.
- Manage crisis situations while serving on an on-call duty rotation.
- Aid in the opening and closing of residential communities.
- Serve on departmental committees and task forces.
- Perform other duties as assigned.

COMMUNITY GRC RESPONSIBILITIES:

- Co-supervise a student staff team of 8–25 RAs.
- Conduct regular building walkthroughs to assess and address community needs.
- Mediate roommate and group-related conflicts.
- Oversee community desk operations.
- Act as a housing and university hearing officer for lower-level conduct cases, as needed.



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- Serve as a point of contact in the absence of the Residence Life Coordinator.

ADMINISTRATIVE GRC RESPONSIBILITIES:

Administrative GRCs specialize in specific functional areas and contribute to the broader success of residence life through their focused roles.

1. Conduct GRC

- Assist with the conduct process by adjudicating cases.
- Maintain records and provide outreach to students regarding behavioral expectations.
- Work with campus partners to provide support for students experiencing challenges.
- Track and follow up on student care referrals.

2. Student Leadership GRC

- Advise student leadership groups, including community councils and RHA.
- Support leadership development initiatives for student leaders in residence life.

3. Housing Admin GRC

- Assist in the daily operation of the Housing office to include responding to housing@ou.edu emails, greeting walk-in guests and addressing phone calls in a professional and consistent manner as well as actively participating in the training and development of Student Assistants
- Support all efforts related to Occupancy Management as necessary, including working knowledge of the room change process (planning, communication, execution), and supporting move in, move out, and transition planning and execution.
- Support Housing events and initiatives such as conducting information sessions/presentations, housing tours, tabling events, and open house events.

BENEFITS:

1. Tuition waiver up to 20 hours per calendar year* based on graduate program
2. \$1,545 per month, to be paid bi-weekly
3. Health insurance through graduate school (optional, paid for by student)
4. Professional development and travel opportunities
5. Furnished on-campus apartment during employment period.
6. Potential option for summer employment

SUPERVISOR: Residence Life Coordinator or another professional team member

HOW TO APPLY:

Applicants must be able to pass a criminal background check and be able to attend Fall Training (scheduled currently to begin on or about July 13, 2026).



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University of Oklahoma

Founded in 1890, the University of Oklahoma is a public research university located in Norman, Oklahoma just 20 mins. south of Oklahoma City. OU's Norman undergraduate population is slightly more than 20,000, giving students a major university experience in a private college atmosphere. With three campuses in Oklahoma, OU also offers study abroad opportunities at several locations and OU campuses overseas.

For more information on the University of Oklahoma, visit <http://www.ou.edu>.

For more information on the University of Oklahoma Department Housing and Residence Life, visit <https://www.ou.edu/housingandfood> .

Norman, Oklahoma

The University of Oklahoma is located in Norman, Oklahoma (Cleveland County), about 20 miles south of downtown Oklahoma City.