

Tentative 2021-2022 Graduate Resident Grant-in-Aid Position Description Housing and Residence Life, Student Affairs

Graduate Residents (GRs) at Duke University are key student leaders within Housing and Residence Life. Under the supervision and guidance of a Residence Coordinator (RC), GRs play a critical role within the residential community as mentors, advisors, and resource agents for the Resident Assistants (RAs), House Councils (HCs), and residents. As student leaders in charge of helping shape a diverse environment that supports the academic and personal development of students, GRs are among the strongest role models for their residents and others in the Duke University Community.

The following is designed to give you a general overview of the GR position role and responsibilities. Full GR responsibilities may vary based on the department, campus, and area goals and objectives. This position description is subject to change based on campus operations decisions regarding the COVID-19 pandemic and/or outcomes from Duke University's Next Generation Living and Learning Experience (NGLLE) Task Force.

Key Components of the GR Role

Community and Leadership Development

- Contribute to the development and nurturing of interpersonal relationships between residents within the residential community.
- Attend and support community activities and serve as an event planning resource for student leaders (HCs, RAs, etc.).
- Assist the Residence Coordinator (RC) in the overall management of their assigned community.
- Actively contributes to creating a community atmosphere that promotes a balance between academic endeavors and responsible community living.
- Serve as a liaison to campus partners, including faculty-in-residence (where applicable).
- Communicate with supervisors, peers, and staff effectively, including giving and receiving appropriate and timely feedback.
- Understand and demonstrate an awareness of group dynamics and assist in promoting a positive team environment for RAs and HC members.
- On-call responsibilities on weekday evenings and weekends and be available via cell phone.

Diversity and Social Justice

- GRs help to develop and maintain a residential environment that helps create a sense of belonging and equitable participation of all groups, while modeling ways to acknowledge and critically address issues of oppression, privilege, and power.
- Actively confronts and addresses issues of intolerance or bias that may arise within their community.
- Helps promote and encourage an environment of mutual respect and inclusion for all students.

Policy Enforcement, Conflict Resolution, and Crisis Management

- Educate residents on Duke University and Housing and Residence Life policies and expectations for safe and secure campus living, and role-models those same behaviors for students by following those same policies.
- Support the RA staff in their on-call responsibilities, including developing and maintaining the RA on-call rotation schedule, advising RAs in addressing issues within their communities
- Assist residents in the resolving conflict with others through providing guidance on how to resolve conflicts peacefully and respectfully, serving as a mediator to assist them in arriving to positive resolution, and referring conflicts to appropriate staff members, as needed.
- Initiate and follow appropriate institutional crises intervention responses and processes in a timely manner.
- Appropriately maintain confidential and private information.

Administrative

- Participate in major departmental processes including, but not limited to, hall move-in and move-out, occupancy checks, maintenance requests, health and safety inspections, and room selection processes.
- Attend weekly team meetings as well as individual 1:1s with the Residence Coordinator to discuss strategies for enhancing community involvement and leadership.

- Serve as the main purchaser of program and event supplies for RA and HC events within the community, including managing the community programming budgets
- Assist in interviewing candidates pursuing appointments to various positions within Housing & Residence Life.

Mentorship

- Advise House Council(s) by coordinating election processes, attending meetings, and facilitating training for students.
- Oversee purchasing requests and HC budgets, including reconciling receipts and ensuring all budgetary paperwork is completed and submitted in a timely fashion
- Meet with RAs individually and collectively, as directed by the Residence Coordinator.
- Assist undergraduate student leaders with their programming goals through providing mentorship on strategies for community development, making needed programming purchasing, and assisting with program marketing.

Eligibility Requirements:

- GRs must be enrolled full-time in a graduate or professional degree-seeking program and remain in good academic standing at Duke University and must maintain a cumulative 2.5 GPA while in the GR position.
- GRs must also remain in good conduct and disciplinary standing with the university at all times. This includes adhering to all University and Housing & Residence Life policies as outlined in the Duke Community Standard Guide.
- Must be willing to adhere to all positional conditions and expectations, outlined below.

Other Important Information:

- GRs are expected to maintain a maximum of 19.9 hours/per week availability for GR related activities.
- The term of appointment spans one academic year. Reappointment for an additional academic year is contingent upon satisfactory performance and successful completion of the annual reapplication process.
- GRs are **required** to attend the entirety of Fall GR Training. GR Training dates will be determined and communicated to all selected GRs and will be based on decisions made regarding campus operations due to the COVID-9 pandemic.
- Arrive early each semester and leave late at the end of each semester to coordinate building openings and closings.
- GRs are expected to help provide residential team leadership presence when the residence halls are officially open (including Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Commencement/Beach Week, as required by the Residence Coordinator). GRs may take a total of twelve (12) pre-approved leave days per semester.

Renumeration*:

In exchange for fulfilling the roles and responsibilities of the GR position, GRs will receive:

- Academic year scholarship of **\$4,000** with a \$250 increase for each additional year they are in the GR position and is capped at \$4,500. GRs are paid at the end of September, November, January, and April and this income is reported to the IRS, as required by federal law.
- GRs will receive an allotment of **\$1,150** in meal points, per semester. Meal plans are designed to allow GRs to interact with their residents and RAs over meals and is not intended to serve as a full meal plan. However, GRs are allowed to purchase an additional meal plan (Plans A-J) if they desire. HRL provided food points would serve as a supplement to any meal plan the GR selects.

***Please note:** The financial benefits of the Graduate Resident role may impact one's financial aid package. HRL is required to provide financial details for the GR role to the Office of Financial Aid. We **STRONGLY** encourage you to contact the Office of Financial Aid at Duke with your questions.

Skills Gained:

The GR position isn't just an on-campus leadership role, but it's one that can help you grow as a person! By doing your best in the GR role, this position can help you develop several skills and experiences that translate to almost any industry and can help you stand out in the job market, post-graduation. Some of these skills include:

- Effective communication
- Ability to work with diverse groups of people
- Conflict resolution and mediation
- Critical thinking and problem solving
- Role modeling and leadership
- Event planning
- Mentorship and advising
- Time management and organization
- Budgeting and fiscal responsibility
- Teamwork and collaboration

Important Conditions and Expectations to Note for the GR Position

All Graduate Residents (GR) selected by Housing and Residence Life at Duke University agree to the following terms and conditions, prior to assuming the Resident Assistant role. These terms and conditions are not all encompassing and are subject to change.

1. Upon their acceptance, the GR will be considered a recipient of the GR Grant-in-aid award, and agrees to act in accordance with all expectations and conditions of the role.
2. It is understood that the GR position is not considered a job or as employment at the university, and is not eligible to university employee rights or benefits. This position is considered a grant-in-aid award relationship.
3. GRs are expected to maintain a maximum of 19.9 hours/per week availability for GR related activities.
4. The term of appointment spans one academic year. Reappointment for an additional academic year in the GR role is contingent upon satisfactory performance and successful completion of the annual reapplication process.
5. **Meeting Attendance:** It is understood that as a condition of this position, the GR shall attend all trainings, orientations, staff development, staff meetings, individual 1:1 supervision meetings, and other meetings held by Housing and Residence Life where GR attendance is deemed necessary. Housing and Residence Life reserves the right to change these dates as deemed necessary and any such changes shall be binding when notice of change is given to the GR.
6. **Fall 2021- Training and Opening:** Due to the unpredictable nature of the COVID-19 pandemic, Fall Opening and Training dates have not been determined yet and will be made based on decisions about Campus Operations for Fall 2021. GR Training and opening dates will be communicated to candidates and GRs at the earliest possible moment. However, by accepting this position, the GR acknowledges and agrees to make all necessary arrangements with any and all break commitments (e.g., summer internships, summer jobs, family vacations, etc.) to ensure they are in attendance to training. Any issues or concerns should be relayed to the Assistant Dean for Leadership & Faculty Engagement prior to **August 2021**.
 - a. GRs will arrive early each semester and leave late at the end of each semester, as scheduled, to coordinate building openings and closings.
7. Remain on campus through the first two full weeks of each semester, including weekends, following the orientation periods established for the fall and spring semesters.
8. **Hall Closing:** GRs are expected to help provide residential team leadership presence when the residence halls are officially open (including Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Commencement/Beach Week), as required by the Residence Coordinator).
9. Graduate Residents are allowed to take a total of **twelve (12)** pre-approved leave days per semester.
10. **Tenting:** While GRs may participate in “tenting” activities, it is with the understanding that this will be on a limited basis. This means, GRs will not be able to “tent” to the same extent as non-GRs. GRs seeking to participate in “tenting” must be approved by their Residence Coordinator prior to “tenting”
11. By accepting the GR position, the GR agrees that the GR position will be the main non-academic activity and that any other commitments must be discussed with their supervisor. Additionally, GRs must receive approval, in writing, to assume other forms of employment, while in the GR position
 - b. *No such employment or commitment may, under any circumstance, exceed five hours per week (International students are not allowed to enter into outside employment). Any commitment that would routinely keep the GR out of the residence hall (including volunteer or extra-curricular activities) also must be discussed with and approved in advance by the*

Residence Coordinator.

12. Fully occupy and live in assigned residential space. GRs must follow departmental procedures for partners and family.
13. GRs will also be expected to assist with interviewing candidates pursuing various positions within Housing and Residence Life, including RA interviews, GR interviews, and professional staff interviews.
14. Disciplinary action can, and will, be issued to any GR who is failing to meet the requirements of the GR appointment.
15. Significant failure to meet conditions of appointment may result in immediate removal of GR appointment and forfeiture of your room assignment and grant/meal plan. Examples include but are not limited to, improper control of a master key, violating a university policy, failing to maintain the minimum GPA requirement, endangering the safety and well-being of the resident(s), failing to meet the expectations of RC and/or Campus Dean and failing to participate in training.