Resident Assistant Grant-in-Aid Role Description 2019-2020

The following document is a description of the RA role intended to provide a general overview of activities and responsibilities related to the role. Actual responsibilities may vary based on the department, campus, and area goals and objectives. The Resident Assistant (RA) is a key student leadership role within Housing and Residence Life. Resident Assistants serve as mentors, resources, and event planners for the residents of their floor, house, building, and quad/neighborhood. Each RA is a member of a community team responsible for residential education, policy enforcement, on-call rotation, and related residential life functions. As key leaders in charge of helping shape environments that support the academic and personal development of students, RAs are role models for their residents and for others in the University community.

CONDITIONS OF APPOINTMENT
Duke University wishes to confirm and ratify the status of its relationship with the Resident Assistant with the following agreement:
- Upon his/her/their acceptance, the RA is selected as recipient of the RA Grant-in-Aid award and agrees to act in accordance with the provisions of this description.
- It is expressly understood that the relationship between the University and the RA in not an employment relationship, but rather a grant-award relationship.
- It is expressly understood that the maximum hours to be devoted to the RA role will not exceed an average of 15 hours per week.
- The principal non-academic activity of the RA is their RA appointment. The RA should have additional commitments approved by his/her/their Residence Coordinator to assure RA responsibilities can be met effectively.
- The RA must meet expectations and eligibility requirements as outlined below.
- Attend all sessions of Fall 2019 and Spring 2020 RA training.
- Participate in the Resident Assistant Leadership Institute (RALI) (first time RAs) and additional professional development opportunities as provided throughout the year.
- Assist in interviewing candidates pursuing appointment to various positions within Housing and Residence Life.

EXPECTATIONS AND ELIGIBILITY REQUIREMENTS
- Maintain full-time enrolled, degree-seeking student status and be in good academic standing with the University. RAs must maintain a minimum 2.5 cumulative GPA throughout the term of their appointment. RAs are not permitted to enroll in more than five courses per semester without prior approval of their Residence Coordinator.
- Remain in good disciplinary standing with the university and demonstrate exemplary personal conduct at all times. The RA agrees to adhere to all rules, regulations, and policies of the housing license as well as the Duke Community Standard Guide.
- Fully occupy and live in assigned residential space. Must follow departmental procedures for partners and family.
- Arrive early each semester and leave late at the end of each semester, as scheduled, to coordinate building openings and closings.
- 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.
- 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). RAs may take a total of eight (8) pre-approved leave days per semester.
- Receive advance written consent from the Residence Coordinator before entering into any employment situation. No such employment or commitment may, under any circumstance, exceed ten hours per week (4.9 hours for International students). Any commitment that would routinely keep the RA out of the residence hall (including volunteer or extra-curricular activities) also must be discussed with and approved in advance by the Residence Coordinator.
- Attend all training sessions and events as scheduled.
- Participate (if desired) in “tenting” in a limited manner. HRL will distribute guidelines for participation once the Head Line Monitor defines the “tenting” process for the upcoming season. Any participation in “tenting” must be approved by your Residence Coordinator beforehand.
- Demonstrate willingness to complete other reasonable tasks requested or other duties as assigned

DURATION OF APPOINTMENT AND ACCOUNTABILITY
- 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.
- Disciplinary action can, and will, be issued to any RA who is failing to meet the requirements of the RA appointment.
- Significant failure to meet conditions of appointment may result in immediate removal of RA 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, failing to fulfill on-call responsibilities, 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.
AS PART OF THE GRANT-IN-AID EXPERIENCE, RAS WILL RECEIVE:

- Academic year scholarship of $1,250-$1,750 based on tenure. The scholarship will be paid in four payments at the end of September, November, January, and April. This award will be reported as earned income to the IRS on a 1099 form as required by federal regulation.
- RA Meal allotment allocated by semester as determined by HRL. East RAs receive $1250 food points and 30 meal swipes at the Marketplace per semester. West and Central RAs receive $1550 food points per semester. These allocations are intended to allow RAs to interact frequently with residents over meals. They are not intended to serve as a full meal plan. RAs are permitted to sign up for an upper class meal plan (Plans A-J) if desired and pay the cost of this meal plan. Food points provided by HRL would be in addition to any meal plan the RA selects.

LEADERSHIP RESPONSIBILITIES

Community Development

- Build connections between community members and elevate the intellectual climate of the residential community using both formal and informal techniques. RAs will facilitate programs as directed by their respective campus community development philosophy.
- Serve as resources concerning residents' personal, academic, and social development. Utilize helping skills to support community members and/or refer students to appropriate resources for further assistance.
- Support house councils by attending meetings and events as requested by the Residence Coordinator. RAs on the upper class campus will need to work closely with their respective house councils.
- Effectively inform residents of University events, activities, and other information that may affect student life.
- Facilitate positive house-based interactions between students and faculty.

Leadership Development

- Communicate with supervisors and peers using effective verbal and non-verbal strategies appropriate to situations and context.
- Give and receive appropriate and timely feedback to and from supervisors, peers, and residents.
- Understand and demonstrate awareness of group dynamics.
- Identify and communicate one's strengths and areas of growth as a leader.
- Actively seek opportunities to grow and develop skills.

Diversity, Social Justice, and Inclusion

- Cultivate learning environments that foster equitable participation of all groups, while modeling ways to acknowledge and critically address issues of oppression, privilege, and power.
- Address one's own agency and social responsibility in relationship to others, their community, and the larger global context.
- Keep up-to-date on current events and trends within Duke and society.
- Create and sustain an environment of mutual respect and inclusion for all students.
- Seek opportunities for engagement with diverse persons.

Policy Enforcement and Emergency Response

- Adhere to and enforce HRL and University policies; support fellow residential team members in doing the same.
- Create an environment that supports the rights of the community.
- Participate in on-call rotation, addressing situations as they arise. During on-call hours, complete rounds and be readily available to assist residents with their needs.
- Complete and submit an Incident Report within twelve (12) hours from the time of an incident.

Conflict Resolution and Crisis Management

- Assist roommates and/or groups of residents in seeking positive and respectful outcomes to their conflicts by engaging them in a mediation or reconciliation process.
- Readily identify the basic premises that underlie conflict.
- Manage interpersonal conflict between/among individuals and groups as they arise.
- Initiate and follow appropriate institutional crises intervention responses and processes in a timely manner.
- Collect and submit pertinent information to Residence Coordinator in order to successfully provide proper service and support to students.
- Appropriately maintain confidential and private information.

Administration

- Participate in processes critical to the effective operations of the department. These include but are not limited to hall move-in and move-out, occupancy checks, maintenance requests, health and safety inspections, and room selection processes.
- Attend a weekly team meeting.
- Meet regularly with your Residence Coordinator and/or Graduate Resident to discuss strategies for enhancing community involvement and leadership.
- Complete all on-call logs and programming forms as outlined by your Residence Coordinator.