GRADUATE RESIDENT GRANT-IN-AID ROLE DESCRIPTION, 2019-2020

The Graduate Resident (GR) is a key student leadership role within Housing and Residence Life (HRL). GRs serve as mentors, advisors, and resource agents for the Resident Assistants and residents within the residential community. GRs report directly to a Residence Coordinator. GRs primarily are responsible for encouraging a positive living environment for residents. They accomplish this goal by supervising and mentoring Resident Assistant teams and advising House Councils. As student leaders responsible for helping shape and maintain positive residential communities, GRs are role models for the residential communities.

CONDITIONS OF APPOINTMENT
Duke University wishes to confirm and ratify the status of its relationship with the Graduate Resident with the following agreement:
- Upon their acceptance, the GR is selected as recipient of the GR 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 GR in not an employment relationship, but rather a grant award relationship.
- It is understood that the maximum hours to be devoted to the GR role will not exceed an average of [19.9] hours per week.
- The GR must meet expectations and eligibility requirements as outlined below.
- The principal non-academic activity of the GR is their GR appointment. The GR should have additional commitments approved by their Residence Coordinator to assure GR responsibilities can be met effectively.

EXPECTATIONS AND ELIGIBILITY REQUIREMENTS
- Maintain full-time enrolled graduate or professional degree-seeking student status and be in good academic standing with the University. GRs must maintain a minimum 2.5 cumulative GPA throughout the term of their appointment.
- Remain in good judicial standing with the university and demonstrate exemplary personal conduct at all times. The GR agrees to adhere to all rules, regulations, and policies of the housing license as well as the Duke University Community Standard Guide.
- Arrive early each semester and leave late at the end of each semester, as scheduled, to coordinate building openings and closings.
- Fully occupy and live in assigned apartment/suite. GRs must follow departmental procedures for partners, family, and pets living in apartment.
- 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 Week, as required by the Residence Coordinator). GRs may take a total of twelve (12) 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 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.
- Attend all training 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 a satisfactory performance review and successful completion of the annual reapplication process.
- Disciplinary action can, and will, be issued to any GR who is failing to meet the requirements of the GR appointment.
Significant failure to meet conditions of appointment may result in immediate removal of appointment, including forfeiture of the room reassignment. Examples include but are not limited to, improper control of master key, violating a university policy, failing to maintain the minimum GPA requirement, endangering the safety and well-being of the resident(s), and failing to participate in training.

AS PART OF THE GRANT-IN-AID EXPERIENCE, GRs WILL RECEIVE:

- Academic year scholarship of $4,000-$4,500 based on tenure. The scholarship will be paid in four payments – 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.
- Meal allotment valued at $2,000 applied to your DukeCard to be utilized to dine regularly with residents. The purpose of this allotment is to help enable GRs to easily interact with residents over meals. It is not intended, nor should it be considered, a full meal plan.

DESCRIPTION OF CAMPUS COMMUNITIES

EAST (FIRST-YEAR) CAMPUS
East Campus provides housing for approximately 1700 first-year residents. The residence halls on East provide an environment that is small enough to allow for the development of close knit personal relationships, but are large enough to bring people together from many different backgrounds and experiences. All first year students reside on East Campus.

WEST (UPPERCLASS) CAMPUS
West Campus provides housing for approximately 3,700 sophomores, juniors and seniors. The Upperclass campus features eight residential quads that house anywhere between 350 to 700 residential students respectively. Each individual quad is comprised of various Independent, Greek, and non-Greek Selective Living Groups. Upperclass Campus quads feature single, double, triple, or apartment and suite-styled accommodations.

LEADERSHIP RESPONSIBILITIES

Community Development
- Address dispositions related to the development and nurturing of relationships in the residential setting.
- Attend community activities and serve as an event planning resource for House Council members, Resident Assistants, and student leaders within the residential community.
- Maintain acceptable living conditions by educating, encouraging, and confronting residents about issues concerning respectful community living.
- Assist in the overall management of a house or quad community.
- Encourage student involvement with university and department organizations and events.
- Supports area team members by attending programs, posting flyers, offering assistance, and working together when appropriate.
- Assist in creating a community atmosphere that promotes a balance between academic endeavors and positive residential activity.
- Serve as a liaison to Faculty-in-Residence (where applicable).

Leadership Development
- Adhere to a comprehensive standard of ethics, demonstrating an alignment between one’s personal values and exhibited behavior.
- 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
- Inform residents of responsible behavior. Encourage individual responsibility and respect for others through role modeling and community building.
- Uphold, enforce, and support department and University rules and regulations. Document policy violations as directed by Residence Coordinator. Follow up with Residence Coordinator regarding incidents of student misconduct.
- Adhere to and enforce HRL and University policies; support fellow residential team members in doing the same.
- When necessary, respond to crisis situations and provide appropriate follow-up.

Conflict Resolution and Crises Management
- 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.

Administrative
- Attend weekly team meetings and lead meetings as directed by Residence Coordinator.
- Attend campus/department meetings as directed by the Residence Coordinator or Associate Dean for Residence Life staff members.
- Serve as the main purchasing agent for program and event supplies for RA and quad/house council events.
- Distribute and post appropriate University, departmental, and community flyers.
- Facilitate community meetings (floor, house, quad) as needed, to convey information and respond to incidents.
- Support the department during major processes including, but not limited to, HRL staff recruitment, committee meetings, GR and RA trainings, and hall opening and closing.

Mentorship
- Advise House Council(s) by coordinating the election process, attending meetings, and implementing training sessions for council officers.
- Oversee purchasing requests and House Council budgets.
- Assist the Resident Assistant team. Meet with RAs individually and collectively as directed by the Residence Coordinator.
- Monitor team progress toward event planning goals and expectations.
- Assist residents with assessing academic and extracurricular interests.
- Assist Resident Assistants in planning academic related events.
- Be available to House Council leadership, RAs, and residents whenever assistance is needed.

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