2020-2021 Resident Assistant Grant-in-Aid Position Description

Resident Assistants (RA) at Duke University are key student leaders within Housing and Residence Life. Under the supervision and guidance of a Residence Coordinator (RC), RAs play a critical role in developing and maintaining healthy, safe, and inclusive communities on campus. RAs serve as mentors, community resources, help resolve conflict, build community, and confront violations of Housing or University policy. As student leaders in charge of helping shape a diverse environment at supports the academic and personal development of students, RAs 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 RA position role and responsibilities. Full RA responsibilities may vary based on the department, campus, and area goals and objectives.

Key Components of the RA Role

Community and Leadership Development

- Facilitate formal and informal programs and events within their residential community to help residents build connections, achieve academically, and develop a sense of community. Programs are guided by their respective campus’ community development philosophy.
- Serve as a campus resource for residents, connecting residents to a variety of personal, academic, and social campus resources and events, as needed. RAs also use basic listening and helping skills to support their residents.
- Effectively inform residents of University events, activities, and other information that may affect student life.
- RAs also plan and help facilitate programs, events, and positive interactions for their residents and faculty. This can include working with faculty-in-residence or inviting faculty into the residence halls for different events.
- Support and promote engagement with the House Councils
- Effectively communicate with peers and supervisors, both verbally and non-verbally.
- Give and receive appropriate and timely feedback to and from supervisors, peers, and residents.

Diversity and Social Justice

- RAs 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

- Hold community members accountable through consistently confronting and documenting violations of Housing & Residence Life as well as University policies
- Share on-call duty coverage with other RAs within their assigned area. During on-call hours, RAs complete rounds and are readily available to assist residents with their needs.
- 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 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.
- Assist in interviewing candidates pursuing appointments to various positions within Housing & Residence Life.
Eligibility Requirements:

- RAs must be a full-time enrolled, degree-seeking student in good academic standing at Duke University and must maintain a cumulative 2.5 GPA while in the RA position. RAs may not enroll in more than five (5) courses, per semester, without approval from their supervisor.
- RAs 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:

- RAs are expected to maintain a maximum of 15 hours/per week availability for RA 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.
- RAs are required to attend the entirety of Fall RA Training (Fall 2020 - Starts August 8) and Winter RA training.
- All first-time RAs are required to attend the Resident Assistant Leadership Institute (RALI) prior to starting the RA position. RALI participants attend one workshop a week for six (6) weeks. RALI 2020 will begin March 16, 2020. Additionally, all RAs will be expected to attend and participate in ongoing professional development opportunities provided during the year.
- Arrive early each semester and leave late at the end of each semester, as scheduled, to coordinate building openings and closings.
- RAs 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). RAs may take a total of eight (8) pre-approved leave days per semester.

Renumeration*:

In exchange for fulfilling the roles and responsibilities of the RA position, RAs will receive:

- Academic year scholarship of $1,250 with a $250 increase for each additional year they are in the RA position and is capped at $1,750. RAs are paid at the end of September, November, January, and April and this income is reported to the IRS, as required by federal law.
- RAs on the First-year campus will receive $1,250 in meal points plus 30 marketplace meal swipes, per semester. Upper-class Campus RAs receive $1,550 in meal points, per semester. Meal plans are designed to allow RAs to interact with their residents over meals and is not intended to serve as a full meal plan. However, RAs are allowed to purchase an upper-class meal plan (Plans A-J) if they desire. HRL provided food points would serve as a supplement to any meal plan the RA selects.

*Please note: The financial benefits of the Resident Assistant role may impact one’s financial aid package. HRL is required to provide financial details for the RA 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 RA 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 RA 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
- Crisis management
- Critical thinking and problem solving
- Role modeling and leadership
- Event planning
- Time management and organization
- Teamwork and collaboration
All Resident Assistants (RA) 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 RA will be considered a recipient of the RA Grant-in-aid award, and agrees to act in accordance with all expectations and conditions of the role.

2. It is understood that the RA 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. By accepting the RA position, the RA agrees that the RA position will be the main non-academic activity and that any other commitments must be discussed with their supervisor. Additionally, RAs must receive approval, in writing, to assume other forms of employment, while in the RA position
   a. 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.

4. Fully occupy and live in assigned residential space. Must follow departmental procedures for partners and family.

5. Arrive early each semester and leave late at the end of each semester, as scheduled, to coordinate building openings and closings.

6. 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.

7. While RAs may participate in “tenting” activities, it is with the understanding that this will be on a limited basis. This means, RAs will not be able to “tent” to the same extent as non-RAs. RAs seeking to participate in “tenting” must be approved by their Residence Coordinator prior to “tenting”.

8. Disciplinary action can, and will, be issued to any RA who is failing to meet the requirements of the RA appointment.

9. 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.

10. It is understood that as a condition of this position, the RA shall attend all trainings, orientations, staff development, staff meetings, individual 1:1 supervision meetings, and other meetings held by Housing and Residence Life where RA 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 RA.
   a. Fall 2020 Training and Opening: As expressly communicated during the recruitment and selection process, Fall 2020 RA training will begin August 8, 2020. Any issues or concerns should be relayed to the Assistant Dean for Leadership & Faculty Engagement prior to August 2020.
   b. By accepting this position, the RA 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 and all conflicts must be discussed with the Assistant Dean for Leadership & Faculty Engagement.