

Duke University - Housing, Dining, and Residence Life

Graduate Resident Grant-in-Aid Role Description, 2017-2018

The Graduate Resident (GR) is a key student leadership role within Housing, Dining, and Residence Life (HDRL). GR's serve as mentors, advisors, and resource agents for the Resident Assistants and residents within the residential community. GR's report directly to a Residence Coordinator and are responsible for encouraging a positive living environment for residents by coordinating academic services, advising house/quad/apartment councils, providing on-call coverage, and supporting leadership of the Resident and Community Assistant teams. As student leaders responsible for helping shape and maintain positive residential communities, GR's are role models for the residential communities.

RESPONSIBILITIES

Academics

- Implementation efforts that will increase faculty engagement within the residential communities.
- 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, Faculty Associates, and Pre-Major Advising team.
- Assist Resident Assistants in planning academic related events.

Advising/Community Development

- Advise House/Quad council by coordinating the election process, attending meetings of the executive board and the general body, and implementing training sessions for council officers. Coordinate purchasing and budget oversight for council.
- Attend community activities and serve as an event planning resource for Resident Assistants, House/Quad Council members, and student leaders within the residential community.
- Assist in the overall management of a house or quad community (ranging from 90-200 students on East Campus, ranging from 350-600 students on West Campus, and 200-250 students on Central Campus).
- Encourage involvement with university and department organizations and events.
- Supports fellow team members by attending programs, posting flyers, offering assistance, and working together when appropriate.
- Serve as referral agent to residents regarding HDRL and University resources and events.

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 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.
- Facilitates 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 RA Recruitment, interviews of professional staff and student leadership candidates, committee meetings, training of RA's and hall opening and closing.

Mentor

- 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.
- Maintain acceptable living conditions by educating, encouraging, and confronting residents about issues concerning respectful community living.
- Assist residents with assessing academic and extracurricular interests.
- Be available to RAs and residents whenever assistance is needed.

Student Behavior

- Inform residents of responsible behavior. Encourage individual responsibility and respect for others through role modeling and community building.
- Upholds, enforces, and supports department and University rules and regulations. Documents violations of policy as directed by Residence Coordinator. Follows up with Residence Coordinator regarding incidents of student misconduct.

- Adjudicate lower-level student conduct cases as directed by Residence Coordinator. Follow up with students who go through our residential judicial process as directed by Residence Coordinator.
- Provide on-call coverage as directed by Residence Coordinator/Associate Dean Staff.
- Respond to crisis situations and provide appropriate follow-up.

CONDITIONS OF APPOINTMENT

Duke University wishes to confirm and ratify the status of its relationship with the Graduate Resident with the following agreement:

1. Upon his/her 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.
2. It is expressly understood that the relationship between the University and the GR is not an employment relationship, but rather a grant award relationship.
3. 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.
4. The GR must meet expectations and eligibility requirements as outlined below.
5. The principal non-academic activity of the GR is their GR appointment. The GR should have additional commitments approved by his/her 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. GR's 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 Undergraduate Bulletin of Information and Regulations.
- 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, Spring Break, and Commencement Week, as required by the Residence Coordinator). GR's 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 **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. HDRL will distribute guidelines for participation once the Head Line Monitor defines the "tenting" process for the upcoming season. GR's may not serve as Line Monitors.
- Demonstrate willingness to complete other reasonable tasks requested or other duties as assigned.

AS PART OF THE GRANT-IN-AID EXPERIENCE, GR'S WILL RECEIVE:

- Meal package valued at \$2,000 applied to your DukeCard to be utilized to dine regularly with residents.
- Academic year scholarship of \$4,000 (\$4,250 if appointed for 2nd year and \$4,500 if appointed for 3rd year or more). The scholarship will be paid in four payments – September, November, January, and April.

DURATION OF APPOINTMENT AND ACCOUNTABILITY

- The term of appointment spans one academic year. Reappointment for an additional academic year is contingent upon a review of performance and successful completion of the annual reapplication process.
- 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, failing to fulfill on-call responsibilities, endangering the safety and well being of the resident(s), and failing to participate in training.

DESCRIPTION OF CAMPUS COMMUNITIES

EAST CAMPUS

All first year students reside together on East Campus. The fourteen residence halls 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.

The residence halls on East Campus are grouped into four neighborhoods:

- Neighborhood 1: Alspaugh, Bassett, Brown, Pegram
- Neighborhood 2: Aycock, Epworth, Giles, Jarvis, Wilson
- Neighborhood 3: Gilbert-Addoms, Southgate
- Neighborhood 4: Bell Tower, Blackwell, Randolph

WEST CAMPUS

Sophomores, juniors and seniors live on West Campus. The six residential quads provide a unique opportunity for students to further develop as Duke students.

The residence halls on West Campus are grouped into six residential areas:

- Craven
- Crowell/Wannamaker
- Edens
- Few
- Keohane
- Kilgo

CENTRAL CAMPUS

Central Campus currently provides housing for approximate 1,000 sophomores, juniors, seniors, and graduate students. These apartments include efficiency, one-bedroom, two-bedroom, and three-bedroom units and are fully furnished.

The apartments on Central Campus are grouped into two neighborhoods:

Central Neighborhood 1: Anderson, Lewis, Erwin, and Yearby Apartment Buildings

Central Neighborhood 2: Alexander, Oregon, Pace, Swift Townhouse, and Smart Home