

Duke University - Housing, Dining, and Residence Life

Resident Assistant Grant-in-Aid Role Description 2017-2018

The following document is a description of the RA role intended to provide a general overview of activities and responsibilities related to 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, Dining, 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, RA's are role models for their residents and for others in the University community.

LEADERSHIP RESPONSIBILITIES

Community Building

- Build connections between community members and elevate the intellectual climate of the residential community using both formal and informal techniques. RA's facilitate one activity per week for their assigned communities from the week the halls open in August through the last week in September. Beginning in October, RA's facilitate two activities per month for the remainder of the academic year. In addition, RA's are required to collaborate with Faculty in Residence staff on at least one activity per semester.
- Serve as resources concerning residents' personal, academic, and social development. Utilize helping skills to support community members and/or refer students to appropriate departments for further assistance.
- Create and sustain an environment of mutual respect and inclusion for all students.
- 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.
- Support house councils by attending meetings and events as requested by the Residence Coordinator. West and Central RA's will need to work closely with SLG and/or Independent houses and their specific house councils (ex: programmatic efforts).

Residential Education

- Effectively inform residents of University events, activities, and other information that may affect student life.
- Facilitate positive house based interactions between students and faculty.

Support and Enforcement of Community Standards

- Create an environment of mutual respect that supports the rights of the community while also safeguarding the rights of individuals, and that holds residents accountable for their decisions and actions.
- Adhere to and enforce HDRL and University policies and support fellow residential team members in doing the same.
- Participate in "on-call" rotation. During "on-call" hours, make rounds and be readily available to assist residents with their needs. The RA On-call for each area is scheduled whenever the HDRL office is closed.
- Complete and submit an Incident Report within twelve (12) hours from the time of an incident.

Operations Responsibilities

- 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, and room selection processes.
- Attend a weekly team meeting at a time determined by the Resident Coordinator.
- Meet regularly with your Residence Coordinator and/or Graduate Resident to discuss strategies for enhancing community involvement and leadership.

Training/Development

- Attend all sessions of Fall 2017 and Spring 2018 RA training.
- Participate in the RA Leadership Institute (first time RA's) and/or RA professional development sessions (returning RA's).
- Participate in interviewing candidates pursuing appointment to various positions within Housing, Dining, and Residence Life.

CONDITIONS OF APPOINTMENT

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

1. Upon his/her 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.
2. It is expressly understood that the relationship between the University and the RA is not an employment relationship, but rather a grant award relationship.

3. It is understood that the maximum hours to be devoted to the RA role will not exceed an average of 15 hours per week.
4. The principal non-academic activity of the RA is their RA appointment. The RA should have additional commitments approved by his/her Residence Coordinator to assure RA responsibilities can be met effectively.
5. The RA must meet expectations and eligibility requirements as outlined below.
6. As an RA, you are considered by Duke University as a Campus Security Authority (CSA) and will be notified at the beginning of each semester by Duke Police and/or HDRL regarding CSA requirements.

EXPECTATIONS AND ELIGIBILITY REQUIREMENTS

- Maintain full-time enrolled degree-seeking student status and be in good academic standing with the University. RA's must maintain a minimum 2.5 cumulative GPA throughout the term of their appointment. RA's are not permitted to enroll in more than five courses per semester without prior approval of the 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 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). RA'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 **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 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. RAs 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, RA'S WILL RECEIVE:

- Living accommodations as a condition of appointment.
- Academic year scholarship of \$1,250 (\$1,500 if appointed for 2nd year and \$1,750 if appointed for 3rd year).
- East/West RA Meal allotment valued at \$2,800 applied to your DukeCard to be utilized to dine regularly with residents. West Campus RA's receive \$2,800 in food points. Central RA's will receive \$2,800.00 in food points for the academic year. East Campus RA's receive 30 meals per semester at the Marketplace and approximately \$2,200 in food points for the academic year. East Campus RA's must use 20 meals per semester at the Marketplace before the full allotment of 30 meals per semester is provided. The meal allotment is allocated by semester (ex: \$1,400.00 for West and Central RA's per semester).
- 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.

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.
- A written warning 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. 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 meet the expectations of RC and/or Campus Dean and failing to participate in training.