2018-2019 Graduate Resident Assistant Expectations

I, _____________________________, understand that the purpose of Housing and Residential Life is to offer a living environment that will be an integral part of a student’s learning experience at the University of Arizona. The residence hall should provide an atmosphere that is conducive to study as well as social interaction and individual development. Graduate Resident Assistants work with students and other Housing and Residential Life personnel to promote a socially, culturally, and educationally enriching experience for students. It is important to note that responsibilities and expectations of the position vary depending on the nature of the floor and/or building community along with the time of year.

Dates of employment:

I understand that the 2018-2019 Graduate Resident Assistant position is effective July 1, 2018 through June 30, 2019.

Responsibilities:

I. Academic, Community and Interpersonal Development:

   As a Graduate Resident Assistant, GRA will demonstrate investment in the overall growth and welfare of each resident. I also understand that I am responsible for facilitating the development of community among my residents and the hall, and developing an environment that fosters and supports residents’ academic success. In doing so, I commit to the following:

   A. GRA will be available and accessible to residents, spend adequate time in the building, and regularly interact with the hall/floor community. (My supervisor will determine specific time considerations.)

   B. GRA will assist residents with personal, relational, social, cultural, emotional, and academic concerns while ensuring confidentiality, sharing with my supervisor, and referring students to appropriate resources. This includes recognizing problems and potential problems.

   C. GRA will celebrate student successes and actively intervene with challenges.

   D. GRA will develop an environment conducive to study.

   E. GRA will strive to support the residents of the community and, help residents feel like equal and important members of the community.

   F. GRA will ensure residents understand my role and function as a Graduate Resident Assistant and establish a rapport which makes residents feel comfortable approaching me with ideas and concerns.

   G. GRA will work collaboratively with my fellow staff members and supervisor to resolve interpersonal conflicts.

   H. GRA will attempt to recognize the talents and interests of residents and encourage involvement in related activities as well as encourage resident exploration of new activities and new skill development.

   I. GRA will make students aware of their roles and responsibilities in the community by explaining and utilizing the Policies & Procedures for Hall Living.

   J. GRA will enforce policies consistently and without bias or malice.

   K. GRA will keep residents informed of campus and hall activities. This includes posting notices and keeping materials current.

   L. GRA will conduct floor meetings at the request of Housing and Residential Life and/or residents.

   M. GRA will fulfill all expectations as they relate to building relationships and promoting community.

   N. GRA will support and attend programs planned by other staff members.

   O. GRA will serve as a role model for residents and other staff by:

      1. Upholding all laws, policies, and procedures of the State of Arizona, The University of Arizona, and Housing and Residential Life.
2. Taking a responsible and active role in the hall and campus community.
3. Treating all members of the community and others with respect.
4. Being respectful of others’ differences and cultural backgrounds.
5. Showing leadership in sustainability.
6. Confronting inappropriate behavior in a respectful, assertive, and responsible manner.
7. Being responsible about academic commitments including class attendance.
8. Using all internet and computer related communications (i.e., Twitter, Facebook, etc.) in an appropriate manner.
9. Maintaining good standing with the University and Housing and Residential Life.
10. I understand that illegal and/or irresponsible behaviors that include the use of alcohol or drugs on or off campus may affect my Graduate Resident Assistant status and lead to termination. Here is a sample, but not exhaustive, list of expectations that can, if violated, result in termination from my Graduate Resident Assistant position:
   a. All Graduate Resident Assistants in regard to Alcohol and Drugs
      i. GRA will not consume alcohol while on duty or performing other duties in relation to my Graduate Resident Assistant position.
      ii. GRA will not possess/use/produce false identification.
      iii. GRA will not purchase or supply alcohol for persons under 21.
      iv. GRA will not consume alcohol with underage staff members or students.
      v. GRA will not possess/use illegal drugs.
   b. Underage Graduate Resident Assistants
      i. GRA will not possess/consume/distribute alcohol per state law.
   c. Graduate Resident Assistants over 21
      i. GRA will not accompany any underage staff members or students to a bar or party and consume alcohol.
      ii. GRA will not consume alcohol then attempt to handle crisis situations. Instead, GRA will contact another Graduate Resident Assistant to confront residents if necessary.
      iii. GRA will not purchase or supply alcohol for persons under 21.
      iv. After consuming alcohol outside of my room/apartment and/or off-campus, GRA will go straight to my room/apartment and limit my interactions with others to an absolute minimum upon returning to my hall.
   d. Additional Policies that may also lead to termination
      i. GRA will not misuse any building keys, card readers, or access cards.
      ii. GRA will not lose/misplace any work-related keys (master key, peg, office key, etc.).
      iii. GRA will not be involved in any actions that may cause harm or potential harm to another individual or cause an individual to believe that harm may come to her/him.
      iv. GRA will follow emergency protocols, including calling the Community Director on Call when expected.
      v. GRA will not miss any duty shifts, leave my duty post without approval, or arrive late for duty.
      vi. GRA will report all violations of Policies and Procedures that I become aware of.
      vii. GRA will not accompany staff or students to Nogales, Sonora and other places in Mexico.
      viii. GRA will not be involved with any vandalism/theft which involves, or is associated with, the campus community.
      ix. GRA will not misuse any Housing and Residential Life funds.
      x. GRA will not be involved in any illegal activity.
      xi. GRA will not speak to any media/communication outlet as a representative of the University or Housing and Residential Life.
      xii. GRA will not accept personal gifts or donations. This includes, but is not limited to, accepting or taking items from students, or student rooms, during closing.
      xiii. I agree to follow all established protocols and expectations.

II. Staff Functions and Supervisor Interaction
I understand that the position of Graduate Resident Assistant requires a set of guidelines with regards to working within a staff dynamic and being supervised by a Community Director. I commit to the following:

A. GRA will maintain a positive working relationship with my supervisor(s), showing respect for him/her/them as a supervisor and as a person. GRA will keep my supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.

B. GRA will comply with all reasonable work related requests and responsibilities in a timely professional manner.

C. GRA will follow all reasonable requests and expectations asked of me by my supervisor.

D. GRA will not participate in any dialogue that could be interpreted as negative or demeaning toward another staff member or resident.

E. GRA will not participate in any form of gossip, or negative dialogue, concerning residents and/or hall staff with hall residents, other Graduate Resident Assistants or supervisor, and will consider the time, place and manner in which I engage in conversations.

F. GRA will communicate directly with fellow staff members and my supervisor in any situation where I feel that I am not being heard.

G. GRA will not participate in any behavior that may be construed as undermining to the group dynamics of the hall staff.

H. GRA will attend all required meetings as set forth by my supervisor (i.e. weekly staff meetings, scheduled 1:1 meetings)

I. GRA will attend all required trainings, in-hall sessions, and professional development opportunities.

J. GRA will be provided with a meal allowance each semester with the understanding that it will provide me the opportunity to interact with my residents outside of the residence hall.

III. Facilities and Operations

I understand that Graduate Resident Assistants play an important role in the management and operation of the residence halls and that my Graduate Resident Assistant responsibilities include:

A. Educating residents about Maintenance and Custodial staff roles and resident responsibilities.

B. Educating residents about safety and security issues.

C. Educating residents on proper use and function of keys and card access systems.

D. Reporting emergency situations and enacting emergency procedures when necessary.

E. Supporting Maintenance and Custodial staff efforts to provide safe, secure, sanitary, and attractive facilities.

F. Assisting in the effort to control damage and theft, posting damage notices, investigating complaints, etc.

G. Assisting in the administrative check in and check out of residents, room selection, and hall/room transfers in a timely manner.

H. Ensuring accurate and thorough Apartment Condition Reports are completed.

I. Reporting facility concerns through online requests or emergency call-outs as appropriate.

J. Completing room inspections as directed by my supervisor/Department.

K. Modeling concern for the environment by respecting property, picking up trash, and actively supporting all sustainability efforts.

IV. GPA/Credits/Eligibility

A. I understand that I must maintain student status as defined by the Graduate College at The University of Arizona and be progressing toward graduation to maintain Graduate Resident Assistant eligibility. I must maintain enrollment in at least 6 graduate-level credit hours each semester, and I am not to exceed 18 credit hours per semester without the permission of my supervisor. I also understand that I must maintain at least a 2.5 minimum cumulative GPA, and if I continue from one semester to the next, I must have successfully completed the previous semester with a semester GPA of at least a 2.5 (for employment purposes, satisfactory completion in the case of a course taken for credit requires the earning of A, B, C, D, S or P).
B. If I fall below the minimum GPA (either semester or cumulative) during a semester, I may be granted one semester of probation at the discretion of the Assistant Director of Residential Districts. I understand GRA will only be granted one semester of probation during my tenure as a Graduate Resident Assistant, and if I fail to meet minimum GPA requirements after having received probation, GRA will end my employment as a Graduate Resident Assistant immediately. GRA will not be eligible for reappointment if my cumulative GPA is not at least 2.5 at the end of spring semester (or the end of first summer session). If for some reason I need to drop below full time status, I must request an exemption in writing to the Assistant Director of Housing and Residential Life.

C. I understand that to be eligible for this position that I must have completed at least 4 semesters as a full-time college student. Additionally, I must be enrolled as a graduate or professional student during the terms of employment.

V. Training
A. GRA will fully participate in all staff training and development activities including summer training, fall opening/closing, January training, on-going training, departmental in-service requirements, staff development activities, and staff retreats. GRA will be available for fall training by 8:00 AM, July 1, and for January training by 8:00 AM, January 8, 2018.

B. If I anticipate I may not be able to make any portion of Summer, Fall or January training or opening, GRA will submit a written request for an exception to my supervisor at least one month prior. I understand that if I am a new Graduate Resident Assistant, I may not miss any Summer training or Fall opening.

VI. Outside Commitments/Work
A. GRA will get permission/discuss all extra-curricular, non-UA credits, excessive course-load (over 12 credits), volunteer, or employment commitments with my supervisor prior to assuming commitments outside of the position, so as to ensure they will not conflict with residence hall commitments and my ability to prioritize Graduate Resident Assistant responsibilities. Any additional commitments will be limited to 20 hours per week or less.

B. The FTE of the Graduate Resident Assistant position is .16. I must notify my supervisor if I accept any on-campus employment (including any kind of assistantship with an academic department). Domestic students may accept up to .50 FTE in assistantships; International students may accept an internship up to .34 FTE.

C. Any employment outside of the University is limited to the equivalent of a .50FTE assistantship or a 20 hour per week part time position.

VII. Personal Conflicts of Interest
I agree that in all instances, prior to engaging in a relationship with another staff member within the department or with a student/resident, that GRA will consult with my supervisor immediately in order to clearly determine if any potential conflict exists. I understand that a failure to report relationships to a supervisor may result in termination.

VIII. Duty Responsibilities
A. I understand that duty responsibilities rotate among staff according to hall needs. Duty shifts occurring Sunday-Thursday begin at 5:00 PM nightly and continue until 8:00 AM. Duty shifts on Friday and Saturday begin at 5:00 PM and continue until 12:00 PM the next day.

B. I understand that between the hours of 5:00PM-8:00PM GRA will serve the La Aldea residents by being a community presence.

C. Given the importance of regular office hours as part of my GRA role I understand that I must arrive at the La Aldea office at or before 5:00PM to report for duty. Arriving late will result in disciplinary action and could lead to termination.

D. During weekend duty shifts I can be outside of my hall from 8:00 AM to 12:00PM provided I carry the on-duty phone, can respond to any duty call within 10 minutes, and am within the greater campus boundary. The campus
boundary consists of the square created by Euclid Avenue to the West, Helen Street to the North, Campbell Avenue to the East and Eighth Street to the South. Exceptions to this boundary, for academic purposes, will be approved on a case by case basis by my supervisor. I understand that I may be asked to perform extra duty based on high amounts of activity or other major and impactful events. This will be determined by my supervisor.

E. As a member of the La Aldea staff I am aware that from time to time emergencies will arise that may result in additional presence in the community or to assist a fellow staff member in duty coverage. GRA will work actively as a team member to assist all member of the La Aldea team in instances of such an emergency.

F. As a Graduate Resident Assistant on duty, I am to be available in the hall, accessible in the hall and wearing my departmentally issued nametag throughout that time. Duty rounds are required at 8:00 PM and 11:00 PM. Other duty rounds may be determined based upon the needs of the community and at the discretion of my supervisor. Duty rounds serve to assess and respond to community safety, security, and behavioral concerns. Rounds are also important for staff visibility and resident interaction.

IX. Holidays/Breaks/Closings

A. I understand that I share responsibility for staff coverage during University holiday/break periods (e.g., Thanksgiving, Winter, Spring Break, Summer).

B. I understand that the following dates will require 24 hour duty coverage by a GRA and will be a shared responsibility. 7/4, 9/4, 11/10, 11/23, 11/24, 12/24, 12/25, 12/26, 12/27, 12/28, 12/29, 12/30, 12/31, 1/1, 1/15, 5/28

C. I understand that GRA will be responsible for assisting with duty and programming efforts during Winter/Summer breaks.

D. GRA will clear all time off/travel plans in advance and prior to making any reservations with my supervisor. If I depart from the residence hall prior to completion of my duties and before being officially released by my supervisor, I understand this may lead to disciplinary action, ineligibility to be reappointed, or may render me ineligible for future employment by Housing and Residential Life. All time off will be approved at the discretion of the supervisor.

X. Programming

A. I understand that GRA will be responsible for planning, implementing, and presenting programs (activities) for residents and/or staff
   a. This includes creating new programs, utilizing existing campus events, and collaborating with other staff and students on campus.
   b. Minimum programming requirements for each Graduate Resident Assistant will be determined by my supervisor and may change during the academic year based on the needs of the community.

XI. Availability

I understand that availability for twelve months of the year is a prerequisite to fulfilling the Graduate Resident Assistant job responsibilities. I understand that I am expected to live in the building throughout the year. I may spend a maximum of three weeks away from the hall per 12 month appointment, which must be approved in advance by my supervisor. GRA will follow all guest policies and not have visitors for extended periods of time as this may interfere with my accessibility to my residents (real or perceived).

XII. Graduate Resident Assistant Reappointment

I understand that this appointment is only for the 2018-2019 academic year and that reappointment is not guaranteed.

XIII. Hall/Room Assignment

I understand that the Department assigns me to a room based on departmental needs and that, in rare cases, reassignment may be necessary. I understand that GRA will be assigned a rent-free room which I agree to live in as a condition of my employment.

XIV. Termination / Resignation

A. I understand that for unsatisfactory performance or breach of agreement, I may be terminated from my position by Housing and Residential Life and GRA will be ineligible for future employment by the Department. In the case of appointment termination or resignation, I understand that Housing and Residential Life does not have to provide me housing in the event of resignation or termination. In case of employment termination/resignation, I understand that as an eligible student employee, I have the right to seek adjustment to my employee related condition that I consider to be unjust or adverse to my personal welfare through the use of the Student
Employee Grievance Procedure. I can find details regarding the student employment grievance procedure by referencing the student employment manual, online at: https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual#7.

A grievance must be filed by me no later than five (5) calendar days after the knowledge of this incident or situation on which the grievance is based. Decisions regarding the Grievance will be considered within the department by a District Assistant Director, and the department’s decision is final. In addition, GRA will repay to Housing and Residential Life the prorated amount of my meal plan that should be remaining as of the date of my appointment termination $1000 divided by total number of days in the semester, times the number of days remaining in the semester) and will have any remaining funds removed from my account. Payment will be collected via a charge to my Bursar’s account.

B. If, after accepting this appointment, I elect not to assume my duties or find that I cannot, it is my responsibility to immediately notify my supervisor, in writing, that I am resigning from my Graduate Resident Assistant position. By resigning from my Graduate Resident Assistant position, I understand that I am also forfeiting a space in La Aldea for the 2018-2019 academic year, unless there is space available.

C. I understand that this position is for the entire year. My position may be terminated immediately upon notifying my supervisor of plans to leave the position early (such as fall graduation, spring study abroad, or other).

I understand this agreement is only valid in conjunction with the signing of a La Aldea License Agreement. I understand that this agreement is subject to the availability of funds and may be canceled if funds are not available or if La Aldea or a part thereof is closed. GRA will receive a copy of this agreement for my records.
18-19 “KEY DATES” for Graduate Resident Assistants

A complete list of dates and expectations are included in the 18-19 Graduate Resident Assistant Agreement.

JULY:
- All GRAs start on July 1st.
- All GRA staff must be available for Summer Training between July 1st and July 31st (excluding weekends and evenings after 6:00pm). All of these dates will not be required; exact training times and dates are TBD.
- July 4th – 24 hour duty coverage required.

AUGUST:
- La Aldea’s official Fall opening occurs on Tuesday, August 1, 2018. GRAs are expected to be available for assigned shifts during the month of August to assist with busy move in periods.
- All GRAs must be available on Saturday, August 19th and Sunday, August 20th for La Aldea floor meetings and the opening event.

SEPTEMBER
- September 4th – 24 hour duty coverage required

NOVEMBER:
- Thanksgiving Break – La Aldea remains open.
  - November 23rd and 24th – 24 hour duty coverage required

DECEMBER:
- Winter Break – La Aldea remains open.
  - December 24th to December 31st – 24 hour duty coverage required

JANUARY:
- January 1st – 24 hour duty coverage required
- GRA Spring Training will occur January 8th-9th.
- January 15th – 24 hour duty coverage required

MARCH:
- Spring Break – La Aldea remains open.

MAY:
- Checkout duty (required availability for day time checkouts) begins the day after final exams end and continues through May 31st. All GRAs need to be available for some portion of this time.
- May 28th – 24 hour duty coverage required

By signing the “key dates” form, you are acknowledging important departmental dates and times and will agree to abide by these dates and times.

<GRA COPY>
Accepted and Agreed to:
(Please print)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Student ID Number</th>
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Permanent Mailing Address

City

State

Zip

Cell Phone Number: _________________________________

Email Address: ___________________________________________________________________________________

Signature: ______________________________________ Date: __________________

HOUSING AND RESIDENTIAL LIFE USE ONLY:

Appointment Approved: ____________________________ Date: __________________

THE UNIVERSITY OF ARIZONA IS AN EEO/ADA/AA EMPLOYEE
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AUGUST:
- La Aldea’s official Fall opening occurs on Tuesday, August 1, 2018. GRAs are expected to be available for assigned portions of each day from August 1st-9th, and again on the weekend of the 15th-16th to help during busy move-in periods.
- All GRAs must be available on Saturday, August 19th and Sunday, August 20th for La Aldea floor meetings and the opening event.

NOVEMBER:
- Thanksgiving Break – La Aldea remains open.
  - Duty coverage is required during Thanksgiving Break.

DECEMBER:
- Winter Break – La Aldea remains open. All GRAs will need to be available for some portion of duty over the break.

JANUARY:
- GRA Spring Training will occur January 8th-9th.

MARCH:
- Spring Break – La Aldea remains open.

MAY:
- Checkout duty (required availability for day time checkouts) begins the day after final exams end and continues through May 31st. All GRAs need to be available for some portion of this time.

By signing the “key dates” form, you are acknowledging important departmental dates and times and will agree to abide by these dates and times.

18-19 GRA Name (printed) Name (signed) Date