2021-2022 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 2021-2022 Graduate Resident Assistant position is effective June 1, 2021 through May 31, 2022.

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 assigned to them, 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 respecting FERPA guidelines, sharing with my supervisor, and referring students to appropriate resources.

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

D. 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.

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

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

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

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

I. GRA will conduct meetings with their assigned residents at the request of Housing and Residential Life and/or residents.

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

K. GRA will educate residents about Maintenance and Custodial staff roles and resident responsibilities.

L. GRA will educate residents about safety and security issues, including proper use and function of keys and card access systems.
M. 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.

L. 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:
   1. GRA will not consume alcohol while on duty or performing other duties in relation to my Graduate Resident Assistant position.
   2. GRA will not possess/use/produce false identification.
   3. GRA will not purchase or supply alcohol for persons under 21.
   4. GRA will not consume alcohol with underage staff members or students.
   5. GRA will not possess/use illegal drugs.
   6. GRA will not consume alcohol then attempt to handle crisis situations. Instead, GRA will contact another Graduate Resident Assistant to confront residents if necessary.
   7. 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.

M. Additional Policies that may also lead to termination
   1. GRA will not misuse any building keys, card readers, or access cards.
      a. GRA will not lose/misplace any work-related keys (master key, peg, office key, etc.).
   2. 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.
   3. GRA will follow emergency protocols, including calling the Community Director on Call when expected.
   4. GRA will not miss any duty shifts, leave my duty post without approval, or arrive late for duty.
   5. GRA will not misuse any Housing and Residential Life funds.
   6. GRA will not speak to any media/communication outlet as a representative of the University or Housing and Residential Life.
   7. 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). GRA will keep supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
      a. GRA will comply with all reasonable work related requests and responsibilities in a timely professional manner.

   B. GRA will not participate in any behavior that may be construed as undermining to the group dynamics of the hall staff.
C. GRA will attend all required meetings including weekly staff meetings, scheduled 1:1 meetings, etc.
D. GRA will attend all required trainings, in-hall sessions, and professional development opportunities.

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. Reporting to emergency situations and enacting emergency procedures when necessary.
B. Supporting Maintenance and Custodial staff efforts to provide safe, secure, sanitary, and attractive facilities.
C. Assisting in the administrative check in and check out of residents, room selection, and hall/room transfers in a timely manner.
D. Ensuring accurate and thorough Apartment Condition Reports are completed.
E. Reporting facility concerns through online requests or emergency call-outs as appropriate.
F. Completing room inspections as directed by my supervisor/Department.
G. 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 12 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 a GRA will only be granted one semester of probation during their tenure as a Graduate Resident Assistant, and if I fail to meet minimum GPA requirements after having received probation, Housing and Residential Life will end my employment as a Graduate Resident Assistant. 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 Residential Districts.

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 summer training by 8:00 AM, June 8, and for January training by 8:00 AM, January 11th. Dates are subject to change.
B. If I anticipate I may not be able to make any portion of any training or opening, GRA will submit a written request for an exception to my supervisor at least one month prior. I understand that
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 La Aldea commitments and my ability to prioritize Graduate Resident Assistant responsibilities. Any additional commitments will be limited to 20 hours per week or less.

B. During periods where a GRA is concurrently enrolled and holds a Graduate Assistantship in another department, total on-campus appointment may not exceed 26.4 hours per week (0.66 FTE). If a student holds a Graduate Assistantship of .50 FTE, their GRA position is considered .16 FTE. International GAs on F-1 or J-1 visas are subject to additional restriction: their appointment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled. If an international student holds a Graduate Assistantship of .33 FTE, their GRA position is considered .17 FTE. https://grad.arizona.edu/funding/ga/appointment-periods-and-fte-information

C. I must notify supervisor if I accept any on-campus employment (including Graduate Assistantship with another department).

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 I 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 12:00PM 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 in the La Aldea office.

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 there will be times over breaks, and university observed holidays in which the office will be closed and the GRA staff will share the responsibility of 24-hour duty coverage for the community. Specific dates and expectations will be communicated by a supervisor and will be considered Holiday duty coverage.
   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 community 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. I will be a strong supporter of the Wildcat Living Curriculum and use this as a guide to create meaningful programs for the community centered around the Personal Growth, Connection, Responsibility, and Cultural Understanding pillars.
      c. 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 2021-2022 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 GRAs 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 not following established departmental policies, procedures or expectations, I can be terminated from my position by Housing and Residential Life and may be ineligible for future employment by the Department. I understand
that Housing and Residential Life does not have to provide me housing in the event of resignation or termination. In cases of employment termination/resignation, I understand I can contact the Assistant Director of Residential Districts or contact Housing Human Resources at res-hrconfidential@districution.arizona.edu to discuss concerns or departmental employment guidelines.

B. I will repay to Housing and Residential Life the prorated amount of my meal plan that should be remaining as of the date of my termination/resignation. Payment will be collected via a charge to my Bursar’s account.

C. 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 2021-2022 academic year, unless there is space available.

D. 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 document is only valid in conjunction with the signing of a La Aldea License Agreement. I understand that the GRA position 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 document for my records.