Position Description: Graduate Resident Assistant  
2020-21 Academic Year

Graduate Resident Assistants (GRAs) are part of the Office of Residential Life and Learning (ORLL). As a department we challenge students to pursue transformative growth by offering mentoring relationships, leadership opportunities and individual attention. Graduate Resident Assistants are essential personnel who support first year students attending the SMFA who live in the Beacon St residential community in Boston. GRAs play a critical role in the growth, development and safety of our students. GRAs serve as a role model, support structure, resource and referral agent, advocate, policy enforcer, programmer and leader for residents at the SMFA. In this leadership role, GRAs work together with ORLL, campus partners, and leaders across campus to support and build positive campus culture.

RESPONSIBILITIES
The responsibilities of the GRA position generally fall under three distinct categories: community development, administrative duties, and crisis response.

- **Administrative duties** include staff meetings, responding to lockout requests, helping with move-in & move out, and communicating resident concerns to the proper resource.
- **Community development** includes providing opportunities for meaningful interaction with residents, implementing programs, and providing guidance to residents in need.
- **Crisis response** includes participating in an on-call rotation, enforcing University and ORLL policies, and keeping supervisors informed about all problems and concerns in the hall.

QUALIFICATIONS
The following qualifications must be met in order to serve in the GRA position.

- **Commitment to community**: RAs must role model and demonstrate strength of character, flexibility, responsibility, involvement and commitment to student life and the University.
- **Course Load**: GRAs much be enrolled in a graduate degree program during the time of their employment.
- **Training**: All GRAs must attend all components of fall/winter training, which is set to being August 21, 2020 (Fall) and January 16, 2021 (Winter).
- **University Standing**: GRAs must be in good standing at Tufts University throughout the period of employment.

TERMS OF EMPLOYMENT
The following terms must be accepted in order to serve in the position.

- **Availability**: All GRAs are expected to be sufficiently available in the hall to respond to emergency situations that may arise, maintain regular contact with residents, and prioritize weekly meetings with their supervisor and
- **Compensation**: All GRAs are compensated with a housing grant which is utilized to cover the cost of one single-occupancy room.
- **Holidays, Breaks and Vacation Periods**: GRAs are expected to remain on campus to support residence hall closing for winter break and at the end of the spring semester. This includes Winter Closing, Spring Closing, and other break periods such as Thanksgiving and Martin Luther King Jr. Day.
- **Work Load**: GRAs should expect the role to take between 10-15 hours of work per week. Most of this time will be spent in the residence hall engaging with residents, with additional time allotted to staff and on call responsibilities. Please note that the residence hall work environment does encounter peak times that may require a greater commitment such as training or closing of the halls.
STATEMENT OF ETHICAL STANDARDS
(Adapted from New York University Office of Residential Life and Housing Services)

Student staff members are required to respect the personal integrity of all residents and assure they be treated in a manner that is fundamentally fair. Staff should refrain from engaging in any behaviors, attitudes, relationships, or actions that:

• would impinge on a resident's or another staff member's dignity, moral code, privacy, self-worth, and academic, physical, psychological, and/or emotional well-being;
• would seek unjustified personal gains, unfair advantage, unearned goods or services;
• would be considered harassment on the basis of gender, race, sex, sexual orientation, religion, creed, nationality and/or mental disability.

Interested applicants should send a cover letter, resume, and contact information of one professional reference to Nadia.Vargas@tufts.edu, with “GRA Application – [Last Name]” as the subject.