

**Graduate Resident Assistant
Agreement
2023 - 2024 Academic Year**

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Graduate Resident Assistant Role Description

A Graduate RA is a dedicated and committed graduate student that helps to establish and maintain a positive and inclusive living environment for mostly upper-division students. The Graduate RA supports students of diverse backgrounds, fosters student growth and development, and promotes academic and co-curricular success. As a member of the Residential Life team, a Graduate RA is responsible for playing a major role in the implementation of programs, policies, and services through which the core values of the University and the Department of Residential Life can be accomplished. A Graduate RA is tasked with building a strong sense of community by knowing each resident on a personal basis and facilitating engagement with each other through informal and formal interactions. A Graduate RA role models responsible and ethical behavior and active engagement in and out of the USD community. This position is for the 2023-24 academic year.

Graduate RAs are able to serve and live in upper-division areas that house primarily Junior & Senior undergraduate residents ([Manchester Village](#), [University Terrace Apartments \(UTAs\)](#), and [Presidio Terrace Apartments \(PTAs\)](#)). For carrying out the responsibilities of the role, a Graduate RA will receive the following:

- An RA Scholarship, covering housing fees (inclusive of all utilities) for: a studio apartment, a 1-bedroom apartment, or a private bedroom/bathroom within an apartment-style residence hall, possibly shared with another RA. In addition, Graduate RAs will receive a USD Dining subsidy in the form of \$750 Dining Dollars* per semester.
- Note: Graduate RAs will not receive any additional compensation outside of housing and the dining subsidy listed above. This is not an hourly paid position.

*The above USD Dining Dollars subsidies are NOT intended to serve as a comprehensive semesterly meal plan for RAs; rather, they are provided to partially assist RAs in building community by helping them be able to eat on campus occasionally with their residents and team members; therefore they are a subsidy for USD on-campus dining only. Two separate allotments will be added to each RA's account, one each at the beginning of the fall and spring semesters; no additional Dining Dollars will be added beyond these amounts at those times. Graduate Resident Assistants are expected to personally budget their given allotment of Dining Dollars appropriately for each semester; furthermore they are welcome to purchase additional meal plan/monies on their personal student Dining accounts through Dining Services to meet their personal on-campus dining needs at their own expense. *If an RA resigns, or is separated from the role before the end of a semester, a calculated prorated amount of Dining Dollars will be reclaimed from their Dining account to eventually be redistributed to their replacement or to be repurposed as needed; the former Graduate RA may be assessed a charge on their student account from Residential Life to account for any difference that may exist between the calculated prorated amount and the actual amount remaining in their Dining Dollar account at the time of separation.* The acceptable manner of use, as well as semesterly carry-over of these Dining Dollars are subject to all applicable rules and policies of USD's Dining Services.

The Graduate Resident Assistant role description may be amended due to the ongoing impacts of the

pandemic, beginning at the time of application (February 2023) and lasting until further notice. Please note that changes may include, but are not limited to, a shift to decreased in-person responsibilities, an increase in virtual responsibilities, a change in requirements, and/or a change in role responsibilities. If these changes are made, the Graduate Resident Assistant Agreement will be amended and shared with RAs, and you may be asked to complete a new RA Acceptance Form.

BASIC REQUIREMENTS

- Must be enrolled as a full-time student. Exceptions may be made, on a case-by-case basis, for a student if it is their final semester at the University of San Diego.
- Must successfully complete a background check.
- Must not be on a “leave of absence” for any reason at time of interview.
- Must be in good academic standing and maintain a cumulative and semester grade point average (GPA) of 3.0 or above.
- Must be in good disciplinary standing.
- Must be able to commit an average of 15 hours per week to the Graduate RA role. Time commitment expectations will be higher during move-in and move-out periods, as well as during training.
- Must be available for weekly 2-hour RA team meetings during the academic year, to be scheduled based on the collective availability of the staff.
- All other major time commitments, such as co-curricular activities, internships, and/or outside employment must be approved by the supervising Community Director (CD).
 - Additional commitments (outside the RA role and classes) should not exceed a total of 20 hours.
 - While Graduate Resident Assistants serve in their role, they cannot simultaneously hold an Associated Student Government Executive Board Member role.
- Demonstrate a commitment to USD’s Mission and Core Values.
- Demonstrate the ability to work and communicate well with both individuals and groups.

BASIC GRADUATE RA ROLE RESPONSIBILITIES

Community Development:

- Intentionally interact with all assigned residents once each month, and log details of each interaction.
- Meet all expectations for programmatic efforts (Move-In, Orientation, First 6 Weeks programming, Learning Community events, floor and community programs, sociograms, etc.), which vary by area based on the needs of the undergraduate residential population being served, but will likely occur in the evenings. Specific expectations will be shared during fall training.
 - Residential communities host programs weekly, as a part of the Torero Tuesday programming initiative for the first 6 weeks of the school year.
 - Orientation hosts programs at the start of each semester.
 - LLC/TLC events take place during Orientation, and at least once a semester.
- Promote and attend LLC/TLC events.

- Co-facilitate 2-4 LLC/TLC Hour events
- Develop a sense of unity and welcome among residents by facilitating interpersonal relationships with and among them.
- Create a friendly, respectful, considerate, and inclusive living environment.
- Create door decorations and maintain bulletin boards in the halls.
- Hold floor meetings to disseminate information, discuss concerns, and collect feedback.
- Communicate information to residents in a timely and appropriate manner.
- Assist in summer onboarding of new USD students by co-facilitating at least one orientation event
- Hold office hours for 2 hours/week to engage with residents and be available to address resident concerns at times outside of office hours.

Resident Relationships:

- Establish positive relationships with all residents of the hall, demonstrating availability and approachability to residents.
- Meet with residents who are experiencing concerns (roommate conflicts, personal issues, etc.), assist them, and refer them to the appropriate resource(s) for assistance as necessary.
- Maintain appropriate relationships with residents in and out of the residence hall.
- Promote wellness and provide resources to students for wellness related concerns.

Duty, Policy Enforcement, & Safety:

- Complete duty responsibilities as scheduled to promote the safety and security of the community.
- Duty shift hours are typically as follows (but may change dependent on departmental need):
 - Monday: 7pm - 12am
 - Tuesday: 9pm - 12am
 - Wednesday: 7pm - 12am
 - Thursday: 7pm - 12am
 - Friday: 8pm - 2am
 - Saturday: 8pm - 2am
 - Sunday: 7pm - 12am
- After completing a duty shift, Graduate RAs must remain in their room until 7am to assist with any overnight emergencies.
- In case of an emergency situation (i.e. weather emergency, blackout, campus disturbance or special event), be available for additional duty as needed/assigned.
- Assume duty coverage for low-occupancy times (i.e. Thanksgiving, Intersession, Spring Break, Easter Break, etc.) as scheduled.
- Abide by and enforce the policies in the Code of Student Conduct and Community Standards.
- Complete Health and Safety Inspections once per semester, more often if needed.
- Complete Room Condition Forms as students move-in and move-out, particularly at beginning and end of semesters.
- Report all violations of policies via the appropriate incident reporting protocol.

- Confront inappropriate behavior and violations in an objective, consistent, and respectful manner, providing the rationale for policies.
- Follow up with students who have violated policy to answer questions and provide support as needed.
- Complete all expectations related to Community Walks.

Leadership and Team Support:

- Establish positive and effective working relationships with fellow team members to foster a positive team dynamic.
- Act as a team player by compromising for the good of the team as appropriate.
- Give and receive constructive feedback regarding performance in role.
- Engage in regular self and supervisor evaluations.
- Assist in the recruitment of new Resident Assistants.
- Participate in special projects (also known as collateral assignments) to support various in-hall, or campus partner, initiatives to support community growth and well-being.
- *RETURNING Graduate RAs*: Role model positivity and best practices related to the RA role and act as peer support for new team members.

Housing Operations and Facilities:

- Assist in preparation of halls for student occupancy by completing Electronic Room Condition Forms (eRCFs). Notify supervisor of withdrawals, unauthorized occupancies, and no-shows through the Roster Verification process.
- Conduct health and safety inspections as scheduled.
- Communicate lock-out policy and complete lock-out procedures.
- Assist with move-in and move-out procedures at the beginning and end of each semester, and communicate proper move-in/out expectations throughout the year as students move-in/out.
- Report damages or facilities concerns as needed by submitting work requests via the online TMA system, after-hours protocols, or emergency services.

Administrative Duties:

- Submit all paperwork, including but not limited to, program proposals, duty reports, RA reports, TargetX and sociogram submissions, incident reports, and work requests, timely and completely.
- Complete roommate living agreements, emergency preparedness forms, and roster verification as required.
- Attend and contribute to weekly team meetings, community programs, and regular one-on-ones with supervisors.
- Participate in Summer, Fall, and Winter Trainings and Activities, Department Wide Trainings, and any additional training sessions designated by Residential Life throughout the year.
- Maintain open and proactive communication with supervisors.
- Respond to requests for information in a timely manner.
- Check email regularly, and disseminate all information and notices to residents in a timely manner.

Ethics:

- Serve as a role model and representative of USD both on- and off-campus.
- Maintain privacy with regard to the information provided or obtained to perform Graduate RA duties, in accordance with FERPA.
- Maintain electronic responsibility as it pertains to the use of the internet and other forms of electronic communications (which includes, but is not limited to email, Facebook, Twitter, Instagram, etc.) As a representative and team member of Residential Life, Graduate RAs are expected to communicate positive reflection of the role as a leader in the campus community.
- Demonstrate good use of personal judgment both on- and off-duty.
- Maintain a positive attitude toward the role, Residential Life, and the USD community.

This role is designated as a Campus Security Authority (CSA) and must abide by federal regulation as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For more information, please visit the [CSA Webpage](#).

This role description outlines the general nature and level of work assigned to individuals who function in this role. This description is not exhaustive; other duties and responsibilities may be assigned. Training sessions may be added, as needs change throughout the year. Additionally, specific expectations will be set by each Community Director; these expectations must be met, in addition to the expectations in this Graduate RA Agreement.

The Graduate RA role is vital to the mission of Residential Life and USD. A Graduate RA is expected to conduct themselves in alignment with the University's Missions and Core Values and in accordance with the Code of Conduct and Community Standards.

Graduate Resident Assistant Standards

Graduate Resident Assistants at the University of San Diego serve as role models for students and others in the campus community. Those who accept a Graduate Resident Assistant role automatically, and from the time of their selection, accept responsibility for a higher standard of personal conduct than their peers. To that end, by accepting an appointment to serve as a Graduate Resident Assistant, an individual agrees as follows:

A. Communication and Interaction with Others

1. To communicate and interact with others at all times in an appropriate and respectful fashion.
2. To demonstrate by example the principles of individual responsibility and respect for others.
3. To demonstrate a high level of maturity at all times.
4. To address conflicts or other issues as necessary in an appropriate fashion.
5. To maintain proper levels of confidentiality.
6. To report any issue or incident involving safety or wellness concerns.
7. To offer feedback on Residential Life issues in an appropriate manner.
8. To speak positively in public about other residential life team members.
9. To speak constructively about other University departments to other students.
10. To be sensitive to the University's values while participating in any public forum.

B. Policies and Reporting Responsibilities

1. To support, enforce, and comply with the Student Code of Rights and Responsibilities and all other applicable University, Student Affairs, and Residential Life policies, procedures, and rules.
2. To uphold the higher expectations of a Graduate Resident Assistant at all times, both on- and off-campus (i.e. not attending events with underage alcohol or drug consumption).
3. To report potential violations of University policies, procedures, and rules.
4. Abide by federal regulation as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as this role is designated as a Campus Security Authority (CSA).

C. Academics

1. To uphold the University's Academic Integrity Policy.
2. To maintain good academic standing and not be on academic probation.

D. Relationships and Community Building

1. To establish a quality relationship with each resident assigned to the Graduate Resident Assistant.
2. To respect the dignity of others.
3. To support the diversity of individuals and groups.
4. To play an active role in promoting an inclusive community at the university and more specifically in the area assigned to the Graduate Resident Assistant.

E. Media Agreement

1. To not reveal private or confidential information related to the Resident Assistant (RA) role through the media or social media.
2. To not communicate with the news media as a representative for Residential Life. Graduate RAs should not contact the media to discuss Residential Life or related matters without expressed permission from their supervisor. Graduate RAs who are approached by any media source or outlet for an interview or comment must connect with their supervisor for guidance/direction on if/how to respond.

F. Fulfillment of Expectations

1. To fulfill all responsibilities and expectations assigned to members of the Residential Life team.

G. Accommodation Request

1. All meetings and training are mandatory. Some accommodations for other opportunities that serve the USD community as a whole may be made on a case by case basis.
2. To request an accommodation, please discuss with your supervisor well in advance to ensure that there is ample time to make an informed decision. Please note that not all requests will be granted.

Important Dates for Graduate Resident Assistant Responsibilities

The Graduate Resident Assistant Important Dates may be amended due to COVID-19, beginning at the time of application (February 2023) and lasting until further notice. Please note that changes may include, but are not limited to, a shift to virtual responsibilities, a change in requirements, and/or a change in responsibilities. If these changes are made, the Graduate Resident Assistant Important Dates will be amended and shared with RAs.

Spring 2023 Dates:

- Student Leader Training for All Student Leaders
 - Date: TBD
- Residential Education Spring Welcome
 - Date: TBD

Summer 2023 Dates:

- Online Training & Orientation Assistance
 - RAs will have at least 1 online training module to complete prior to fall training. Additionally, RAs must assist in hosting at least one orientation event (ex. Torero Circle). More information about these requirements will be sent to you by mid-July.

Fall 2023 Dates:

- Student Leader Training start dates vary based on specific role, please see below for more details. Training and orientation responsibilities will continue until the first day of classes (Wednesday, August 30). All meals are provided during training and orientation responsibilities.
 - Graduate RAs will begin training on Sunday, August 13th, 2023. Graduate RAs can move in no later than Saturday, August 12th, 2023. If you need to move in earlier due to an assistantship or other academic commitments, please let us know, and we will assess our capacity to accommodate that request.
 - Training is scheduled all day, starting in the early morning and going well into the evenings. No other commitments should be made (e.g. going home, having people visit, classes etc.). Attendance at all sessions is mandatory.
 - If you hold a Graduate Assistant role that conflicts with training dates, this must be communicated to your supervisor ahead of time to make the necessary adjustments for that training information to be disseminated.
- Move-In Day (all Graduate RAs must be present for the entire weekend)
 - First Year Students: Saturday, August 26, 2023.
 - Transfer Students: Saturday, August 26, 2023.
 - Returning Students: Monday, August 28, 2023.
- OLÉ (Orientation Launch Experience) Weekend & Transfer Fall Orientation
 - Saturday, August 26 - Tuesday, August 29.
 - Plan to be involved in most activities with your residents each day. These activities usually begin in the early morning and go well into the evening.
- December Residence Hall Closing
 - Wednesday, December 20, 2023.
 - Graduate RAs will be dismissed by their Community Director after all closing tasks are complete. You will be dismissed by no later than 12pm on Thursday, December 21, 2023.

Spring 2024 Dates:

- Winter RA Training
 - Friday, January 26th, 2024 & Saturday, February 3rd, 2024.
- Spring Opening & Resident Move In
 - Sunday, January 28th, 2024
- Spring Move-Out & Closing
 - May 23rd - 27th, 2024.
 - RAs will be dismissed by their Community Director after all closing tasks are complete, to be determined by area. You will be dismissed by no later than 12pm on Tuesday, May 28th, 2024.

Other important dates/time commitments to remember:

- Learning Communities Programming
 - All RAs are required to participate in Learning Communities programming included LLC/TLC Hours at least once each semester and other Learning Communities Events (i.e. LLC/TLC Showcases, Social Events (i.e. Neon Night, Throwback Thursday, Carnival, etc.)), and the incorporation of the Learning Communities theme into their programming.
- Regular Duty: As noted in the role description, in the evenings, Graduate RAs serve on-duty as scheduled. During a typical duty night, Manchester Village has one RA on duty from Sunday - Thursday nights and 2 RAs on-duty on the weekends. The duty shifts are divided as evenly as possible amongst the community's RA team of 9-13 people. Please note that RAs placed in the University Terrace Apartments (UTAs) or the Presidio Terrace Apartments have a different duty structure due to their team size. There is one RA on-duty per night; they work from their apartment and serve their residents only while on-duty.
- Low-Occupancy Duty Dates: Duty shifts and hours will vary - direction will be provided by your CD during training.
 - Training - Friday, August 18th - 25th, 2023.
 - Thanksgiving - Wednesday, November 22nd - Saturday, November 25th, 2023.
 - Winter Closing - Wednesday, December 20th, 2023.
 - Intersession - January 2nd - January 27th, 2024.
 - Spring/Easter Break - Friday, March 22nd - Sunday, March 31st, 2024.
 - Commencement Weekend - Thursday, May 23rd - Wednesday, May 27th, 2024.
 - Other Holidays and University events (study days, finals week, etc.)