GRADUATE RESIDENT ADVISOR

General Responsibilities
The Graduate Resident Advisor (GRA) serves an integral role in providing support to the residents of RIT’s apartment area. Through office hours, outreaches, and event planning, the GRA gets to know the residents of the community and assist them with navigating their residential experience. This position offers an opportunity to learn conflict mediation, event planning and logistic, and a forum to exercise critical thinking and creativity.

Major Responsibilities

Outreach
- Proactively reach out to students, get to know the residents in your complex and develop relationships with students and maintenance staff. Develop liaison relationships with a variety of Institute resources to enable an ease of referral when working with students.

Student Advocacy
- Act as an advocate for students who are dealing with a variety of issues and concerns including personal crises, academic underachievement, and fiscal mismanagement.

Conflict Resolution
- Facilitate the resolution of roommate and neighbor conflicts within the geographical complex/area in which you live. Proactively reach out to the students to help them learn to manage these types of conflicts.

Event and Activity Planning
- Facilitate regular educational and social events and activities working cooperatively with other Graduate RAs to address the life skills issues identified in your complex/area. Identify special populations within your assigned complex/area, assess needs, and develop creative intervention strategies. Populations may include non-traditional, transfer, or international students, families, single parents, deaf and/or hard of hearing students, and seniors or graduating students.
  - Coordinate opportunities for residents to get to know each other and interact in a social setting.
  - Organize community service opportunities/projects for apartment residents.

On Call Duty
- Act as a crisis response resource during emergencies for the apartment community. Assess immediate student needs and facilitate next business day professional staff follow-up. Resolve the immediate crisis and act as a referral agent for the students involved.

Office Hours/Administrative Duties
- Maintain ten office hours per week.
- Provide immediate assistance to walk-ins.
- Support administrative processes (data entry, filing, answering phones & email, etc.).

Supervision/Advising (Three positions – Greek Circle, Global Village, and OCASA)
- Greek Circle or Global Village positions: directly supervise a staff of 6 undergraduate staff members.
On-Campus Apartment Student Association (OCASA): Advise a major student organization representing apartment area residents.
Facilitate staff meetings and weekly/bi-weekly one-on-one supervisory meetings.
Work with undergraduate staff in supporting, developing and implementing events and activities.
Coordinate goal setting and development in relation to personal and professional interests for undergraduate staff through guidance and mentorship.
Assist in providing comprehensive training, ongoing staff development and evaluation of staff.

Applicants must be enrolled in a graduate program of study at RIT or a Western New York area college/university. Experience in Residence Life, Student Activities, Fraternity & Sorority Life/Greek Affairs, Student Government or related area is highly desirable. Additional experience/training in mediation, conflict resolution, and outreach skills are preferred, as well as American Sign Language skills or a willingness to learn.

The Graduate Resident Advisor reports to one of three Area Directors in the Center for Residence Life.

**Compensation & Terms**
- Annual stipend of $6090 dispersed via a bi-weekly paycheck.
- Partial meal plan (approximate value - $1,800)
- One bedroom unfurnished apartment or furnished single room (RIT Inn only), utilities and local phone service included (approximate value ranging from $7800-$9500)
- Approximately 20 hours per week supporting the life-skills development of students residing in RIT’s eight on-campus apartment complexes/communities
- Must be available to live in an on-campus apartment for the duration of the contract.
- 2 weeks of training, 40 hours per week, prior to the start of the academic year (in August)
- Ten month position, from August 2015 through May 31, 2016
- Renewable on an annual basis by mutual consent