Position Title: Graduate Resident Advisor

Department: Center for Residence Life

Position Description: The Graduate Resident Advisor (Grad RA) is a live-on graduate leadership opportunity to provide support, guidance and resource referrals to students residing in RIT Apartment Housing. This role builds and maintains a social presence and support by offering apartment complex programs, supporting campus-wide initiatives and facilitating roommate/suitemate agreements and mediations to help address and resolve conflicts within our communities.

Qualifications:
• Enrolled in a graduate program of study at RIT.
• Bachelor’s degree preferred in psychology, the social sciences, human relations, education or a related field.
• Experience in Residence Life, Orientation, Student Activities, Fraternity & Sorority Life/Greek Affairs, Student Government and/or campus leadership is highly desirable.
• Strong interpersonal skills. Demonstrated skills and abilities for conflict resolution, crisis management and student outreach.
• American Sign Language skill or a willingness to learn.

Terms for Employment:
• Approximately 12-15 hours per week supporting the development of students residing in RIT’s eight on-campus apartment complexes/communities.
• Two weeks of training, 40 hours per week, prior to the start of the academic year (in August) and one week mid-year in January.
• Ten month position, August through May.
• Renewable on an annual basis based on interest, vacancies and performance evaluation.
• Must maintain a 3.0 or higher GPA in your graduate program.

Compensation:
• Annual stipend of $6,090 (dispersed bi-weekly).
• One bedroom apartment, utilities and local phone service included (approximate value ranging from $10,000-$12,000) *based off rates for the 2016-2017 academic year
• Partial meal plan (approximate value - $1900)

Duties and Responsibilities:
Conflict Resolution
• Facilitate the resolution of roommate and neighbor conflicts within the complex/area you oversee. Proactively reach out to the students to help them learn to manage these types of conflicts.
Outreach
- Proactively reach out to students, get to know the residents in your complex and develop relationships with students and staff. Build working relationships with a variety of RIT resources to help with student referrals.
- Act as an advocate for students who are dealing with a variety of issues and concerns including personal and academic concerns and connect them to appropriate resources.

Programming
- Facilitate educational and social events working collaboratively with other Grad RAs and Residence Life Staff. Assess the demographics and needs of your assigned complex/area and create and implement community development experiences to meet those needs. These communities are composed of a variety of individuals including transfer, international, families, deaf and/or hard of hearing, upperclass and graduate students.

On Call Duty
- Act as a crisis response resource during emergencies for the apartment community. Assess and resolve the immediate student needs refer students accordingly. Follow-up with students and or other Residence Life Staff as needed.

Office Hours/Administrative Duties
- Serve approximately seven to eight office hours a week in one or both of the following:
  - Service Desk hours in the Center for Residence Life (Open Monday-Friday 9am-5pm).
  - RIT FoodShare Center (Open Monday-Saturday 10am-3pm).
  - Provide immediate assistance to walk-ins
  - Support administrative processes (data entry, filing, answering phones & email, etc.)
- Complete proper documentation for student outreaches and policy violations.

Application Process:
Application and additional information about the selection process can be found HERE. Priority deadline for the Grad RA Position is March 27th, 2017 at 9:00am.

Applications will be reviewed until all positions are filled.

In-person interviews are strongly preferred; however, telephone/videophone/SKYPE interviews may be scheduled for those candidates who cannot travel to RIT.

The Center for Residence Life will be conducting its Graduate RA Interviews on Friday, March 31, 2017. Qualified candidates will be contacted by Residence Life to schedule an interview.

If you have any questions about the Grad RA position or the application process, please contact:
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Center for Residence Life
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