



Suffolk University

Office of Residence Life & Summer Programs

Graduate Fellow Position Descriptions

Assistant Resident Director – Tremont Street

Reports to Assistant Director of Residence Life and Summer Programs, Tremont Street

Primary Responsibilities include:

- Serve as a Resident Assistant
- Assist with staff (work-study employees and Resident Assistants) selection, training, evaluation and supervision. May have responsibility for work-study payroll.
- Assist with roommate conflicts and mediations.
- Serve in rotation as Administrator-on-Call
- Develop and implement two (2) in-service trainings during the academic year (one each semester)
- Develop and publish a monthly building newsletters
- Co-advise the RCC
- Serve as a judicial hearing officer
- Additional responsibility in area of programming: Maintain a programming database of resources and previous programs. Promote events and topics for programming. Develop RA Training presentation on programming and publicity. Advise RAs on program planning and evaluation, with a focus on academic success programs. Track all programs in database. Produce end of semester and year-end report.

Assistant Resident Director – Miller Hall

Reports to Assistant Director of Residence Life and Summer Programs, Miller Hall

Primary Responsibilities include:

- Serve as a Resident Assistant
- Assist with staff (work-study employees and Resident Assistants) selection, training, evaluation and supervision. May have responsibility for work-study payroll.
- Assist with roommate conflicts and mediations.
- Serve in rotation as Administrator-on-Call
- Develop and implement two (2) in-service trainings during the academic year (one each semester)
- Develop and publish a monthly building newsletters
- Co-advise the RCC
- Serve as a judicial hearing officer
- Additional responsibility in area of judicial: Record all violation notices, sanction results and sanction completion in departmental database. Follow-up letters regarding sanctions (lack of payment). Co-develop with professional staff judicial aspects of RA Training. Monitor Judicial Educator usage. Work with the Resident Student Judicial Board. Produce end of semester and year-end report/final database.

Assistant Resident Director – Leased Property/Residence Life Assistant, Special Projects
Reports to Assistant Director of Residence Life and Summer Programs, Tremont St on housing matters, Director of Residence Life and Summer Programs on Special Projects

Primary Responsibilities include:

- Serve as a Resident Assistant.
- Supervise one (1) to two (2) Resident Assistants in a leased property housing fifty (50) to one-hundred (100) new students.
- Assist with RA staff selection, training, evaluation and supervision.
- Assist with roommate conflicts and mediations and coordinate room changes.
- Serve in rotation as Administrator-on-Call.
- Develop and publish a monthly building newsletters
- Serve as a judicial hearing officer.
- Work cooperatively with the leased property management staff.
- Supervise the opening/closing of the leased property (including late stay/early arrival requests).
- Special Projects may include working with families (family registration, family newsletters, etc.), research and assessment.

Graduate Fellow for Summer Programs & Student Conduct

Reports to the Associate Director of Residence Life and Summer Programs, Tremont Street

The Graduate Fellow (GF) for Summer Programs works out of the Residence Life & Summer Programs Office at 150 Tremont Street.

Primary Responsibilities include:

- The GF-SP will work on marketing initiatives for the summer programs area.
- The GF-SP will coordinate projects as assigned (planning and developing summer institutes).
- The GF-SP will assist in monitoring the summer programs budget.
- The GF-SP will assist with the development of new summer program initiatives.
- The GF-SP will assist with Summer Programs staff recruitment, selection and training.
- The GF-SP will take an active role in CA staff training as assigned.
- The GF-SP will serve as a primary contact for perspective individual intern guests.
- The GF-SP will attend August Training and weekly meetings with the Associate Director of Residence Life and Summer Programs.
- The GF-SP will assist with recruitment, selection and training of the Student Judicial Board.
- The GF-SP will serve as a Judicial Hearing Officer.
- The GF-SP will hold approximately 16 regularly scheduled office hours weekly. During this time, the GF-SP will work on projects, answer phones and help with office duties as necessary.
- The GF-SP will discuss other work opportunities with the Associate Director of Residence Life and Summer Programs.

The GF-SP, if scheduling permits, is encouraged to participate in the Graduate Student Association (GSA).

There is potential to extend this position through and including the summer months if there is mutual interest from the individual and the department.

Compensation for Graduate Fellowships: Graduate Fellows will receive a \$13,000 award, posted as a \$7,200 grant and \$5,800 paid biweekly based on a required 16 hours of employment per week over 30 weeks. In addition, live-in graduate fellows receive a single room, local phone service and cable/satellite television. All live-in staff must purchase a meal plan.

Preferred candidates will have demonstrated leadership in residence life, summer programs (conferences) or campus activities. A strong educational background and interest to work with freshmen and sophomore resident students are also important.