

Graduate Advising Fellow 2009-2010

Brown University is a residential college, which seeks to provide a setting that fosters the intellectual, social and personal development of students. Graduate Advising Fellows (GAFs) are employed by the Office of Residential Life to provide a live-in graduate student presence, foster community and growth, and serve as a catalyst for academic programming and advising within the residence halls. This is a 10-month, live-in position.

Expectations

JOB SUMMARY:

The Graduate Advising Fellow works collaboratively with the Community Director to be responsible for the overall quality of life for students living in the residential communities. Responsibilities include: assistance with the overall management of residential community operations; crisis management response and serving in the emergency on-call system; serving as a co-curricular programming advisor to students and student staff; providing support for regional faculty advising programs; serving as an advising mentor to undergraduate students and residential peer leaders.

QUALIFICATIONS:

Prior experience working in a university residence hall or other residential environment; solid foundation in human/student development theory and demonstrated ability to relate to a vocal and diverse student culture; implementing programs and activities that foster development; promoting co-curricular and academic support initiatives; experience with mentoring and advising college-age students; experience with staff development (team building, training, holding staff accountable, morale and recognition); experience, comfort and confidence with managing confidential crisis issues.

- Education/Experience: Requires a Bachelor's degree and current matriculation in a Brown Master's or Doctoral Program.
- High visibility and student interaction (work hours vary and require some weekend and long evenings).
- The GAF must possess the ability to perform a variety of administrative tasks and to address issues promptly in person, via email or by phone.

COMPENSATION:

- Stipend \$12,500.00 per year
- Meal Plan
- On-campus apartment.
- Health Insurance fee

Job Description

MENTOR/GUIDANCE:

The Graduate Advising Fellow serves as a leader and role model in the residence hall setting. In this function, the GAF will:

- Assist in the recruitment, selection and training of all residential staff.
- Attend RPL staff meetings.
- Develop and facilitate two staff development programs per semester.
- Advise and refer students in academic, personal and co-curricular pursuits.

STUDENT SUPPORT/CRISIS MANAGEMENT:

As part of the emergency on-call system, GAFs assist in crisis management situations. In this function, the GAF will:

- Assist University officials and administrative offices with communicating safety and security concerns to RPLs and residents (i.e., Emergency Medical Services (EMS) issues, suspicious behavior, emotional, mental, physical or sexual assault, fire safety, crime alerts, etc).
- Act as a resource and mentor for RPLs who are dealing with difficult /crisis situations after office hours.
- Support the Brown University and Campus Life mission statements by ensuring that RPLs and residents uphold the principles of the Student Code of Conduct.
 - Resolve community-based conflicts (i.e., noise complaints, roommate conflicts, hall damage, etc.).

COMMUNITY DEVELOPMENT:

- Support student programs designed to build a sense of community and encourage academic success.
 - Attend two RPL programs per month and provide a summary with feedback for the students to the Community Director.
- Participate in area/building-wide meetings as needed with RPL and Community Director Staff.
- Continually review and approve program proposals submitted by RPLs and create a weekly calendar of RPL programs
- Participate in traditional Brown University events (i.e., Orientation, Homecoming/Parent's Weekend, Spring Weekend, and Commencement/Reunion Weekend, etc.).

COLLABORATION/TEAMWORK:

- Collaborating with a diverse group of staff, students, and faculty to develop living communities that foster academic excellence and personal growth.
- Establish working relationships with University officials assigned to the residential area (i.e., Faculty Advising Fellows, Public Safety, Facilities Management, Custodial Staff, etc.).

FACILITY MANAGEMENT:

- Assist the Office of Residential Life with facility oversight, including Health and Safety, year-end room inspections.
- Provide support as needed for residential life operations, including semester opening and closing of residence halls and the annual housing lottery process.
- Track RPL submission of Facilities check-lists
- Ensure compliance with Residential Life and other applicable University policies within your residence.

FACULTY ADVISING FELLOW PROGRAM:

- Attend weekly advising fellow events and monthly meetings
- Arrive ½ hour before an event and stay ½ hour after ending to assist with set-up/clean-up of event space
- Assist with advertising faculty fellow events to students
- Hold regional focus group meetings with students to collect feedback and program ideas/suggestions
- Survey students to assess needs/feedback for the community

ADDITIONAL RESPONSIBILITIES:

- Special projects as assigned by the Office of Residential Life.
- Design and implement one social per semester for RPLs assigned in your region.
- Maintain set weekly office hours
 - Meet with students to address housing concerns and maintain the room change

Time Commitment & Availability

Graduate Advising Fellow Training:

- GAFs must attend training sessions prior to the arrival of the RPL staff.

**GAF Training begins:
Monday, August 17, 2009**

Residential Peer Leader Training:

- GAFs must attend the RPL training sessions during the academic year. The first training session takes place during the summer and the second session will occur prior to the start of spring semester. You will be committed to remain in the Providence area through the first day of classes during each semester.

**Summer Training begins:
Monday, August 24, 2009 (Rep training)
Thursday, August 27, 2009 (RPL training)**

**Spring Training begins:
Saturday, January 15, 2010**

Meetings:

- GAFs are required to meet with their Community Director for bi-weekly individual and weekly staff meetings.
- Please be advised that based on the needs of the program, you may be required to participate in additional meetings, training sessions and programs that require use of your time.

Committees:

- RPL recruitment Committee – help interview returning and new candidates; attend both committee meetings and assist with RPL selection.
- In an effort to compliment the objectives of the Brown University mission, GAFs may have an opportunity to serve on committees that partner them with professionals in the Offices of Residential Life, RPLs, and RPL Representatives. These committees will include but not be limited to: RPL training and development, RPL recruitment and selection, RPL appreciation and recognition, reviewing, and implementing a philosophy for residential living experiences, and cooperatively working with faculty to insure academic success.

Length of Service:

- The Graduate Advising Fellow position is an academic term (August 1 – May 31). If a staff member desires to remain for an additional term he or she can re-apply for their position through an abridged version of the GAF selection process.

Housing Agreement

- Graduate Advising Fellows (GAFs) work under a 10-month contract that begins on August 15th and concludes on May 31st each year. An on-campus apartment is provided during that time.
- GAFs must vacate their apartments May 31 through July 31 unless they are working 15 hours per week (during the 8- week summer break) in the Office of Residential Life. If an GAF wishes to take vacation during that time, they should arrange that with their summer supervisor. To keep their housing at no cost, they must complete 120 hours of work during the summer.
- If GAFs are working for the Office of Summer and Continuing Studies they are required to live in the housing provided by that office.
- Normally, if GAFs are leaving for the summer but returning to the position in the same location in the fall, they may arrange to leave their belongings in their apartment. GAFs will not have access to their belongings or apartment during the summer break.
- If GAFs are required to change apartments, the Office of Residential Life will coordinate the move. It is expected that all apartments be inspected and cleaned between residents.
- GAFs should complete Room Condition Reports upon arrival and upon check out and are responsible for any damages or missing furniture reported during the inspection.
- On-campus storage facilities are not available.
- Pets other than fish are prohibited in the residence halls and GAF apartments.
- Apartments are provided for GAFs only. Official documentation will be required if a GAF wishes to live with a spouse, same-sex domestic partner, common law marriage spouse or dependent children. This policy is consistent with the Brown University Human Resources department.

Professionalism

A. Guide for Ethical Conduct and Choices

Graduate Advising Fellows are expected to:

- Be aware of their potentially influential position and to not misuse this position in any way, remaining attentive and empathetic to the vulnerability undergraduate students may experience in seeking their assistance on a range of personal issues.
- Not pursue, develop, or engage in any inappropriate emotional and/or physical relationship with an undergraduate student.
- Not obtain drugs or alcohol for or engage in the consumption of drugs or alcohol with undergraduate students. This includes being present at local clubs and events where students are engaged in the consumption of drugs or alcohol.

B. Confidentiality and Disclosure

Graduate Advising Fellows are expected to:

- Inform students of the nature of confidentiality and responsibility in disclosing relevant information in their role as a Brown University representative.
- Follow guidelines of confidentiality when sharing information with RPL staff, RPL Reps and other Graduate Advising Fellows.
- Inform professional staff of any situation in which a student may be at risk of hurting him/herself or others.
- Refer all contacts from parents, the media, and any other non-Brown staff to their supervisor or the Associate Director of Residential Life.
- Not use student information/data for any purposes not related to the GAF position (i.e., electronic SPAM, marketing an event of non-Brown groups, etc).

C. Responsibility and Competence

1. GAFs will be responsible for maintaining a proficient level of competence through ongoing review of protocols and procedures; which can be found in the GAF Manual or by addressing issues with the immediate supervisor.

2. GAFs will discuss serious problems that occur in their area with their supervisor and appropriate professional staff (examples include but are not limited to: excessive drinking, academic concerns, and psychosocial issues).

3. GAFs will contribute to the integrity and good reputation of the residential programs.

4. GAFs should adhere to policies mandated by the University, and state and federal law.

5. GAFs will work diligently to raise their understanding of differences among students such as those that may be associated with age, gender, sexual orientation, socioeconomic and ethnic/racial background, political or religious affiliation, and disability. It is the GAFs responsibility to develop an ability to work with all students and staff.

6. GAFs should be receptive to constructive feedback from their colleagues, their supervisor and other professional staff members with the intent of improving work performance.

7. If GAFs learn of misconduct on the part of another GAF staff member, they should constructively address the situation. If such behavior persists or is of a more serious nature, the GAF should notify their supervisor.

8. Graduate Advising Fellows are "students first" and should be responsible for attending to their academic well being. If aspects of the GAF experience become overwhelming, the staff member in conjunction with their supervisor should consider alternative employment opportunities.