University of Maryland Department of Fraternity & Sorority Life

Graduate Assistant / Resident Director Position Description & Acknowledgement Form

2017-2018 Academic Term

Position Purpose: To provide oversight of a University-owned chapter house and assist

the alumni Advisors, House Corporation members and University in

supporting the operation of the chapter in this facility.

Contract Term: August 1, 2017 through July 31, 2018 or upon graduation

Time Commitment: Average 20 hours per week plus any extra hours which may be

associated with the residential component. Actual time commitments vary greatly week to week throughout the semester. The month of August involves a heavy commitment to training. Opening, closing and other community events may involve more time, but conversely,

many weeks require a reduced time commitment.

Housing Schedule: Houses are allowed to be open all year round, except during Winter

Break during which the University is closed: December 25 – January

1. Each chapter sets its own schedule.

Each chapter may choose how their house is used during the summer break period:

- They may allow the house to stay open for normal chapter occupancy and operations
- They may choose to close the house
- They may allow the house to be used for a summer conference group
- They may close the house for maintenance and upkeep

The Resident Director is expected to be present at all times during which the house is open as well as assist with whatever summer option the chapter chooses.

In the summer, based on occupancy and RD staffing, RD's may be required to move into another house for some or all of the summer term.

Time Away: Every Graduate Resident Director (RD) receives 10 days of official

time away from duty. This time away from duties must be taken during the current appointment. It may not be accumulated or

transferred. RD's who are away for the summer months and/or adjust their assistantship to 9.5 months will receive 5 days of official time

away from duty. Prior approval is required for all time away.

There must be at least one RD on duty at all times on Fraternity Row when the University is closed. This includes winter term, spring break, Independence Day, Thanksgiving and/or other days when the University is closed. The individual RD who works these periods will receive one additional day of time away for each day worked. This does not apply to regular weekend duty which applies to all RD's.

Time away for professional presentations and meetings directly representing and/or sponsored by this department will not count against a RD's time away. All other time away for professional conferences, job interviews, etc. will require the use of time away.

Summer: This is a 12 month assistantship. The expectations for summer are

the same as throughout the year. Exceptions and adjustments to this must be requested in advance and may be granted based on

expected summer programs and requirements.

Supervision: Co-supervised by Housing Coordinator and a member of the

Fraternity and Sorority Advising Team.

Remuneration: This is a 20 hour GA position and is compensated as such with

approximately \$20,000 per year based on graduate status plus 10 hours of tuition credit¹ per semester (4 hours during summer and 4 hours during winter term), health insurance, all utilities, phone, internet, and a 20% discount at the campus book store. Room and Board in a two room apartment with private bathroom and in-house meal plan are additional compensation in exchange for extra hours, beyond 20, which may be required as part of the facilities-related responsibilities of this live in position. It is this compensated extra time which results in overloads not generally being approved by DFSL. Exceptions to this policy have been approved in rare

circumstances, when the GA's work has been documented to be outstanding in all areas and an overload is necessary as a degree requirement or for the professional development of the graduate

student.

General Responsibilities:

- 1) Participate in the Department of Fraternity and Sorority Life (DFSL) staff training program at the beginning of August.
- 2) Participate in community House Director training in mid-August.
- 3) Participate in DFSL staff training, planning retreats and other Student Affairs professional development opportunities throughout the year.
- 4) Attend weekly team meetings and monthly House Director meetings.
- 5) Attend chapter meetings on a regular basis to make announcements and maintain a visible staff presence.
- 6) Submit a weekly report by 9:30 a.m. Monday mornings, on house conditions, chapter and other related issues
- 7) Attend all Greek-wide events such as Homecoming, Greek Week, Greek Awards Reception, etc.

- 8) Assist or manage a departmental project or developmental opportunity, or more depending on commitment required. Uphold all University and Fraternity & Sorority Life policies.
- 9) Uphold all University and Fraternity & Sorority Life policies.
- 10) As a highly visible campus staff member, act in a manner in keeping with the role model you are expected to be for your chapter and others; do not engage in any inappropriate relationships with undergraduates.
- 11) Be a visible presence in the chapter house.
- 12) Notify the Housing Coordinator when you will be away from your house overnight
- 13) NEW: Post DUTY CONTACT CARDS on each RD door on first duty walk.
- 14) Serve on a DFSL committee if asked.
- 15) Ascending/Descending stairs to access all levels of the facility are an essential function of this position.
- 16) Other duties as assigned.

Facilities Responsibilities:

- 1) Conduct a daily walk-through of all common areas and coordinate with House Manager for periodic inspections of the bathrooms.
- 2) Prior to any chapter party or major event, work with the chapter to discuss their plans for decorations (if any) and go over the decorations guidelines document. Also discuss the chapter's plan for clean up after the event
- 3) Conduct a regular facility walk-through with the Housing Coordinator or member of the Residential Facilities maintenance team.
- 4) Manage the check-in and check-out procedures in cooperation with the chapter members and alumni House Corporation.
- 5) Fill out and manage Room Condition Reports (RCR) at the beginning and end of each semester or whenever a resident moves in or out. Work with chapter to identify and handle accountability for damage in the house and in particular in rooms as identified on RCRs.
- 6) Work with the chapter president to maintain the chapter roster through the on-line system (STARS).
- 7) Manage chapter access via the card swipe system using the on-line STARS/ Housing system.
- 8) Issue keys and maintain key records.
- 9) Track all work orders and ensure their completion.
- Ensure that the chapter's cleaning contractor and caterer are fulfilling their responsibilities and contracts based on the chapter's and the University's expectations.
- 11) Work with chapter officers and House Corporation to promote and ensure a positive living/learning environment
- 12) Meet weekly with the chapter president and house manager
- 13) Perform additional duties as agreed upon with the chapter, House Corporation Boards/Advisory Boards and DFSL.

On-Duty Weekends: On a normal weekend (not a closed weekend), two RD's will be on duty on the Row. They will be available from 10:00 p.m. Thursday night until 8:00 a.m. the following Monday morning, in their house or

within 20 minutes travel time. Twice each evening they are to walk the Row, at approximately 10:00 p.m. and after midnight.

If the RD is not on duty he/she may be away from his/her house, but the instances of time away should not be excessive. If a RD shall be away from his/her house for one or more nights, he/she must note that in advance in the official log so that his/her supervisor can reach him/her in case of emergency. If the RD's chapter is hosting a registered event, he/she should share contact info for the RDs on duty with the student leaders and SEM personnel in case any facilities issues should occur during the event that would need support from the RDs on Duty. During the event, on their duty rounds, RDs will stop in at the house in an unobtrusive/ supportive way, doing a quick check of exits and upper floors.

Optional On-Call:

Should a Resident Director need to be away from his or her house for more than five days, he or she will be required to have another Resident Director agree to supervise his or her house during this time. Arrangements must be made with the Housing Coordinator in advance. Lack of accumulated time away may affect stipend.

¹Programs such as the Full and Part-time MBA, Accelerated MBA, and Executive MBA have higher credit hour rates or flat fee pricing. If enrolled in these programs, the Resident Director will be responsible for fees and the difference in tuition that exceeds the prevailing standard in-state credit hour rate for the maximum allowable credits per semester or summer sessions.