

Duke Kunshan University Graduate Resident Fellow Job Description

The Graduate Resident Fellow (GRF) at Duke Kunshan University (DKU) is a key student-support position that facilitates interpersonal and inter-cultural exchange and helps students connect with DKU. GRFs serve as mentors, resources and event planners for graduate students. He/she is a listener and a person with good knowledge of campus and community resources. He/she is a member of a staff team responsible for residence hall programs and activities, policy enforcement, on-call rotation, and related residential life functions. Additionally, GRFs provide academic support and intellectual engagement for graduate students. They are role models and mentors for their residents and for others in the University community. The GRF is directly accountable to the Graduate Residence Life Coordinator, and indirectly to the Residence Life Officer.

LEADERSHIP RESPONSIBILITIES

1. Community Building

- a. Become personally acquainted with each resident on his/her floor.
- b. Actively educate self in the area of diversity and social justice, for the purpose of establishing and sustaining an environment of mutual respect and inclusion for all students.
- c. Become a positive role model for residents.
- d. Support the use of DKU community standards and implement the development and maintenance of a community spirit on his/her floor and in the hall.
- e. Facilitate at least five events or activities per semester to promote interpersonal and inter-cultural interaction, community development, or link academics with community-based projects. Possible programs range from social, cultural, educational, recreational and wellness.

2. Academic Support

- a. Engage and collaborate with faculty members to implement creative educational and interdisciplinary programs for the residential community.
- b. Identify residents with academic difficulties and collaborate with Academic Support Office to provide necessary assistance as directed.

3. Residential Education

- a. Create and implement educational programs to foster living-learning communities. Topics include leadership building, and theme-based residential programming.
- b. Utilize events and activities that already exist on campus and in the Kunshan community that meet the needs and interests of residents.
- c. Collaborate with the Graduate Student Association on residence hall programs and activities to promote living-learning experience of all graduate students, and community building as a whole.

4. Peer Assistance

- a. Develop the capacity to listen and understand, and be flexible and open-minded in responding to student needs and concerns.
- b. Utilize provided resources to have intentional and meaningful conversations with residents about their transition to DKU, the City of Kunshan, and China. Serve as resources concerning residents' personal, academic and social issues and make referrals to appropriate departments for further assistance when needed (e.g. campus clinic, CAPS, academic advising center, etc.).
- c. Assist roommates or groups of residents with conflicts, encourage residents in finding their own solutions and provide mediation when needed.
- d. Maintain appropriate confidentiality with residents

5. Student Conduct

- a. Demonstrate knowledge of and show consistency and thoroughness in defining University policies and procedures.
- b. Interpret and enforce all residence hall and University policies and regulations. Develop consistent methods of enforcing rules and regulations and assist students in developing methods of self-enforcement.
- c. Take appropriate action to protect the health, safety, and rights of residents; encourage residents to act with reason, assume responsibility for their actions, and to be considerate of the local law, the rights and freedom of others.
- d. Consult with professional staff members on conduct action as appropriate.

- e. Serve as a University Conduct Hearing Officer in conjunction with the DKU Student Conduct process.

6. Health and Safety, Crisis and Emergency Response

- a. Provide scheduled on-call coverage and respond to crises, including medical and psychological emergencies when needed. During on-call hours, make rounds and be readily available to assist residents with their needs.
- b. Assist in fire drills, regular room inspections, to ensure proper health, safety and maintenance conditions of each residence hall room.
- c. Report issues related to safety hazard, routine and special maintenance needs, programs, student issues and incidents to the Residence Life Coordinators in a timely and appropriate fashion.
- d. Complete incident reports within 12 hours from the time of the incidents.

7. Administrative Duties

- a. Assist in hall move-in and move-out and orientation welcome week activities.
- b. Attend and actively participate in weekly staff meetings, one-on-one meetings and evaluations with the Residence Life Coordinators.
- c. Complete requested reports and documentation (e.g. room check-in/check-out forms, room inspection forms, and incident report forms, etc.) in a timely, thorough, and professional manner.
- d. Attend all training sessions prior to the fall semester, provided by the Student Affairs Office and Academic Support Office.
- e. Develop and promote a positive working relationship with all residence life staff, student affairs staff, operations and housing staff and campus security.

TERMS OF EMPLOYMENT

1. **Appointment:** Position appointment is for the academic year while enrolled at DKU (August-June). Reappointment for an additional academic year is contingent upon satisfactory performance and successful completion of the annual reapplication process. The successful candidate must agree to place the position as one of the highest priorities. Additional appointment and other extracurricular involvements other than the GRF position must be communicated with, and approved in advance by the Residence Life Coordinator.
2. **Benefits:** GRFs receive a free single room on the floor of their assigned unit and a monthly stipend (as tuition offset, pending budget approval). If you are from the United States, this “in-kind” support is classified by the U. S. Department of Education as a financial resource that may reduce your financial need and possibly your U.S. financial aid. Additionally, DKU maintains a policy that DKU gift assistance (scholarships, grants and other “in-kind” remuneration) may not exceed the total cost of attendance. GRF candidates from the U.S. should contact the respective financial aid office in the U.S. to determine what effect accepting a GRF position will have on their award package.
3. **Holidays, Breaks and Vacation Periods:** GRFs are expected to arrive early each semester and leave late at the end of each semester, as scheduled, to coordinate building openings and closings. GRFs must also provide residential team leadership presence when the residence halls are officially open (including Chinese national holidays in September, October, April, May, and June). Each GRF is allowed ten (10) business days during the period of employment for vacation and must obtain prior permission from the Resident Coordinator.
4. **Accountability:**
 - a) GRFs are strong role models for all residence hall students. It is expected that GRFs make satisfactory academic progress during the period of appointment and present a positive attitude and example with regards to responsible behavior and adhere to the University policies and regulations. Violation of any DKU policies and procedures will be subject to DKU judicial process, up to and may lead to immediate termination from the position. This may also affect GRFs’ academic standing with current participation in the academic program.
 - b) A written warning can and will be issued to any GRF who is failing to meet the requirements of the appointment. Significant failure to meet conditions of appointment may result in immediate removal of GRF appointment. Examples include but are not limited to, improper usage of the master key, violating a university policy, failing to fulfill on-call responsibilities, endangering the safety and wellbeing of the resident(s), failing to participate in training, and failing to meet the requirements from the Residence Life Coordinator.
5. Circumstances may arise that necessitate the transfer of GRFs within the DKU Residence Hall. Authority to approve such a transfer rests with the supervisor.
6. Each Residence Life staff may discover needs within their hall that are not addressed in this Job Description. The Residence Life Coordinator, as the supervisor of GRFs, encourages individuality and creativity in job performance.