

FSILG GRA Role, Responsibilities & Expectations

Position Description:

The Graduate Resident Advisor (GRA) is a graduate student who supports the personal and academic development and success of a community of undergraduate residents that reside in one of 36 Massachusetts Institute of Technology (MIT) approved fraternities, sororities and independent living groups (FSILGs) located in Cambridge, Boston, or Brookline. The GRA's role is to foster a supportive, safe, and positive community of residents, in which residents can socialize, study, and build relationships that are respectful of individual differences and conducive to learning. The GRA is a role model for students, encouraging personal growth, promoting health and safety, providing outlets for managing stress, and facilitating positive interpersonal relationships.

Roles and Responsibilities

1. Managing Group and Community Dynamics

- Support residents in solving intra/inter-personal conflicts and personal problems
- Build relationships with the undergraduate residents of the FSILG, and other stakeholders (e.g., FSILG House Corporation representatives, MIT staff members)
- Serve as an active member of the FSILG community by regularly engaging with residents, and if possible attending house meetings.
- Support community members in conflict through mediation, and other conflict management techniques
- Provide FSILG undergraduate residents with programming, resources, and positive learning experiences

2. Maintain Communication

- Form proactive and enduring relationships with members of the FSILG team, undergraduate leadership, and the FSILG house corporation
- Establish community standards and clearly articulate boundaries with all residents.
- Respond to correspondence from the FSILG Office, or other representatives of MIT within 24 hours
- Maintain confidentiality of residents' academic status and other protected information
- Attend regularly scheduled cluster meetings at a date and time to be determined by your cluster supervisor at the beginning of each academic term. Cluster supervisors are FSILG Office staff members.
- Attend regular one-on-one meetings with your cluster supervisor
- Submit detailed monthly reports to the FSILG Office outlining current and future programming efforts, issues dealt with, and updates regarding the state of the organization

3. Promote Inclusion

- Promote a culture that is safe and inclusive for residents and guests
- Be knowledgeable about MIT resources relevant to the diverse needs of the FSILG residents (e.g., FSILG Office, Office of Student Conduct, Student Activities Office, Student Support and Wellbeing, etc.)

4. Manage Crisis Response

- Inform relevant MIT staff members (e.g. Dean On-Call, FSILG Office) about incidents that have or could harm the physical or mental wellbeing of MIT students or others
- In accordance with requirements for reporting per Title IX, GRAs are responsible employees, who are obligated to report incidents of sexual misconduct to the Title IX office (see titleix.mit.edu/resources/private).
- Address incidents that jeopardize the immediate safety or welfare of the FSILG residents
- Respond to Dean On-Call requests as soon as possible and report incidents to the FSILG Office within 24 hours of an incident occurring
- Be knowledgeable of and make organization members aware of MIT policies and regulations, in particular those regarding facility rules and standards of safety, alcohol, drugs, and risk management

FSILG Office Expectations for GRA

Communication & Communication Response:

- Respond within 24 hours to any written requests by the Division of Student Life (i.e. FSILG Office, Care Team, Dean on Call etc.).
- Respond to students and alumni/ae house corporations' outreach within 24 hours.
- Submit written documentation within 24 hours of any incidents in the house or that involve members of the FSILG or guests of the FSILG to your cluster supervisor (i.e. alcohol transports, major facilitates issues, mental health concerns).
- Communication with house leadership should occur regularly.

Confidentiality

- GRAs must not share private information about students with other students.
- GRA's are mandated reporters and thus cannot keep certain information confidential and are required to report to the FSILG Office. These circumstances include, but are not limited to:
 - Hazing
 - Physical abuse
 - Sexual abuse/harassment/violence
 - Suicidal ideation
 - Threats of violence towards self or others
 - Admission to or observation of illegal behavior
- Information shared will be kept private and will not be shared with other students.
- GRA's are expected to be open with their cluster supervisor.

GRA Time Away

- Time away is defined as being away from the house overnight and must be shared with the FSILG Office.
- GRAs must find coverage for all time away, starting with those in their cluster.
- GRAs must communicate with residents informing them of when they will be away, when they are returning, who is covering while they are away and how to contact them.

Programming:

- GRAs are to plan and implement one program a month themed around the needs of the house.
- A programming budget is provided to each GRA from the FSILG Office to cover the costs of programming.

FSILG Office Expectations for FSILG House

Facilities Management/Chores etc

- GRAs are not the stand-in house manager. It is never the responsibility of the GRA to manage facility issues.
- GRAs cannot be contacting vendors, managing facility projects, or fixing issues themselves.
- GRAs should report issues/concerns to the appropriate House Manager and their cluster supervisor.
- GRAs are not part of house member chore assignments or cooking assignments. This is not a part of their job responsibility. They should keep their space clean and pick up after themselves when using common spaces.

Meals

- If the house provides communal meals to residents/members by chef, catering or student run cook teams, the GRA should be included. Houses will receive funding to help cover the cost of the GRA participating.
- GRA's in houses that do not provide communal meals are able to take 2-3 residents to dinner in a dining hall.
- GRAs are not to be responsible for shopping or picking up food for house meals or house groceries.

GRA Room

- The GRA room must be a private room that is a minimum of 120 sq ft.
- The GRA room should be consistent and not changed semester to semester or year to year. If a room change needs to happen it needs to be discussed with the FSILG Office in advance.

Community & Communication

- GRA should be included in any house group chats, listservs or emails as appropriate which will allow them to be included in general house activity
- GRA should be invited to first chapter/house meeting – they will have an agenda of items the FSILG Office expects them to go through at this meeting
 - If they can be regularly included in chapter/house meetings that is ideal. If not because they are closed to non-members, please ensure President keeps GRA informed through regular meetings.
- House President and House Manager should maintain regular contact with GRA
 - GRA should be notified in advance of all social events
 - GRA should be notified in advance of any new member education activities that involve ritual in which non-members may not be present or witness