

Cornell University
West Campus House System
Graduate Resident Fellow Position Description

Title: Graduate Resident Fellow

The Graduate Resident Fellow lives in a West Campus House and supports the House Professor and Dean, Assistant Dean, and House Fellows in creating a positive, vibrant and academically engaging residential community; serves as mentor, and role model to undergraduate residents; and serves in a leadership role for academic enrichment by promoting a variety of programs and activities.

Responsibilities:

I. Provide Academic Support

- Meet individually with and be generally present and accessible to house residents.
- Participate in the development and implementation of programs and activities that support and enhance academic engagement and encourage student-faculty interaction (e.g. invite special speakers/faculty for dining discussions).
- Develop a working knowledge of Cornell's academic programs, opportunities and support services for the purpose of referrals (e.g. Cornell Abroad, Cornell-in-Washington, internships, externships, Career Services).
- Offer academic/mentoring expertise in their field of study.
- Advise students on postgraduate plans and opportunities and make referrals to resource offices as appropriate.

II. Support Student Development and Community Building

- Interact regularly with house residents in the dining room including required attendance at all House Dinners.
- Attend house functions.
- Advise and encourage residents in planning and implementing programs and activities.
- Work with other Graduate Resident Fellows to promote inter and intra-house programs and activities as well as interactions with other university residential units.
- Develop a working knowledge of Cornell and local area agencies for the purpose of personal counseling referrals (e.g. Counseling and Psychological Services/Gannett, EARS, Victim Advocate Office).
- Communicate program, policy and other information to residents through meetings, bulletin boards, e-mail, etc.
- Serve on the House Council on a rotating basis with other Graduate Resident Fellows. Advise a House Council working committee.

III. Maintain Community Standards

- Communicate, observe and enforce community behavioral standards (e.g. Campus Code of Conduct, Housing Contract/Terms and Conditions, Life Safety requirements) by confronting inappropriate behavior, and / or initiating the judiciary process.
- Be familiar with building fire alarm equipment and system, security/access systems and other safety issues and practices.
- Assist in emergency evacuations.

IV. Administrative Duties

- Attend all staff training sessions and staff meetings. Attend House Council meetings as requested.
- Assist with move-in and move-out administrative duties.
- Assist with house orientation.
- Assume responsibility for other house administrative functions as assigned by the House Professor and Dean and Assistant Dean of the House.
- Serve rotational on-call duty.
- Prepare reports, logs, and administrative forms as required.

Supervision:

Supervised by the House Professor and Dean and Assistant Dean of the House

Eligibility requirements:

- Must be a full-time registered graduate or professional student at Cornell University. Individuals who are registered in the Graduate School and are receiving Teaching Assistantships, Research Assistantships, Graduate Assistantships and Graduate Research Assistantships are generally eligible for employment. However, each individual has different provisions attached to their financial support, so **it is essential to clear your status with the Graduate School before submitting your application.**
- Must have completed at least 1 year of graduate or undergraduate study at Cornell.
- Must secure permission from the Director of Graduate Studies and the special committee chair or the students' academic advisor.
- Must secure approval from the House Professor and Dean to take on additional employment.
- International students must insure that their employment complies with INS regulations and other relevant United States laws. Must have approval from one of the Immigration Advisors in Cornell's International Students and Scholars Office.

*Students on partial fellowships (tuition or stipend) are eligible if they are in accordance with the Graduate School requirements regarding registration units.

Recruitment, Application & Selection:

- Complete an application form including two letters of reference and signatures of the Director of Graduate Studies and Special Committee Chair. (Those signatures are not applicable to applicants from the professional schools).
- Interview (by a selection team of faculty and staff).
- Appointment is by the House Professor and Dean and Assistant Dean of the House.

Employment and Training Expectations:

1. Must live in the assigned West Campus House and dine regularly in the dining hall.
2. Term of appointment is 10 months, August 11, 2008 through May 26, 2009. One year term. Renewable by the House Professor and Dean and Assistant Dean with required approval from the individual's graduate program official.
3. Must attend all staff training in Spring 2008 (after selection process), August, January, and periodic in-service.
4. Staff must remain in residence in December 2008 until all residents have left and all GRF administrative duties are complete.
5. Spring semester 2009: staff must be in residence prior to the reopening of the House (January 12, 2009).
6. May be required to remain in residence during Fall/Spring breaks and Thanksgiving.
7. Must observe all terms and conditions of the housing contract.
8. Works an average of 15 hours per week.
9. Spouse/partners have no employment responsibilities within the house but are welcome to participate in house life as they wish.

Remuneration:**

- Room - 1 Bedroom efficiency apartment within a West Campus House
- House Basic Meal Plan
- Annual Stipend \$1500 first year, \$2000 second year

** Students selected for these positions will retain any tuition/stipend/grant support awarded to them in addition to the remuneration listed here.

Other Notes:

Housing for GRFs is available from 8/01/08 to 7/01/09 (i.e. 11 months) for those serving just one academic year. GRFs who are continuing for the following academic year retain their apartment through July. There is no meal program during academic year breaks or during the summer.