

Duke University – David M. Rubenstein Scholars Summer Program

Summer Assistant Grant-in-Aid Role Description 2017

The following document is a description of the Summer Assistant (SA) role intended to provide a general overview of activities and responsibilities related to role. Actual responsibilities may vary based on the current events, assessment, and pressing student needs.

The SA is a key student leadership role related to the David M. Rubenstein Scholars Summer Program. SA's serve as mentors, resources, and event planners for the Scholars during the Summer Program. Each SA is a member of a community team responsible for residential education, policy enforcement, on-call rotation, and related residential life functions. As key leaders in charge of helping shape environments that support the academic and personal development of students, SA's are role models for Scholars.

LEADERSHIP RESPONSIBILITIES

Community Building

- Build connections between community members and elevate the intellectual climate of the community using both formal and informal techniques. SA's facilitate activities on a week-by-week rotation with each other.
- Serve as resources concerning residents' personal, academic, and social development. Utilize helping skills to support community members in seeking positive and respectful outcomes to their conflicts by engaging them in a mediation or reconciliation process.
- Attend all group outings during the Summer Program as detailed by the Director of the Office of Access and Outreach and David M. Rubenstein Scholars Program.

Support and Enforcement of Community Standards

- Create an environment of mutual respect that supports the rights of the community while also safeguarding the rights of individuals, and that holds residents accountable for their decisions and actions.
- Adhere to and enforce University policies and support fellow SA's in doing the same.
- Participate in "on-call" rotation. During "on-call" hours, be present during Study Hall and be rapidly available to assist residents with their needs. The SA On-call for each area is scheduled whenever the HDRL office is closed.
- Complete and submit an Incident Report through the Office of Student Conduct within twelve (12) hours from the time of an incident. Also, notify the Staff of the Washington Duke Scholars Program.

Operations Responsibilities

- Participate in the move-in and move-out process for all of the Scholars.
- Attend a weekly team meeting at a time determined by the David M. Rubenstein Scholars Program staff.
- Report for work in the Office of Access and Outreach weekly.

CONDITIONS OF APPOINTMENT

Duke University wishes to confirm and ratify that status of its relationship with the Resident Assistant with the following agreement:

1. Upon his/her acceptance, the SA is selected as recipient of the SA Non-Enrolled Work Study award agrees to act in accordance with the provisions of this description.
2. It is expressly understood that the relationship between the University and the SA is not an employment relationship but rather a grant award relationship.

3. It is understood that the maximum hours to be devoted to the SA role will not exceed an average of 30 hours per week.
4. The principal activity of the SA is their SA appointment. The SA should have additional commitments approved by the David M. Rubenstein Scholars Program to assure SA responsibility can be met effectively.
5. The SA must meet expectations and eligibility requirements as outlined below.
6. As an SA, you are considered by Duke University as a Campus Security Authority (CSA) and will be notified at the beginning of each semester by Duke Police regarding CSA requirements.

EXPECTATIONS AND ELIGIBILITY REQUIREMENTS

- Maintain full-time enrolled degree-seeking student status and be in good academic standing with the University. Must be enrolled the following Fall.
- Remain in good disciplinary standing with the university and demonstrate exemplary personal conduct at all times. The SA agrees to adhere to all rules, regulations, and policies of the Duke University Undergraduate Student Handbook.
- Arrive June 30th and depart August 14th.
- Attend all training events as scheduled.
- Demonstrate willingness to complete other reasonable tasks requested or other duties as assigned.

AS PART OF THE EXPERIENCE, SA'S WILL RECEIVE

- Living accommodations as a condition of appointment.
- Three meals a day.
- \$2,000 in unenrolled work-study.
- Travel to and from Duke.