

Massachusetts Institute of Technology FSILG Graduate Resident Advisor Position Description

Position Overview:

Residing in one of the 38 facilities of the Massachusetts Institute of Technology (MIT) approved fraternities, sororities and independent living groups (FSILGs) located in Cambridge, Boston, or Brookline, it is the role of the Graduate Resident Advisor (GRA) to:

1. Foster a safe and inclusive community among the undergraduate residents of the FSILG
2. Build relationships with the undergraduate residents of the FSILG, and other stakeholders (e.g., FSILG House Corporation representatives, MIT staff members)
3. Serve as a supportive mentor and role model for FSILG undergraduates
4. Provide FSILG undergraduate residents with programming, resources, and positive learning experiences
5. Solve problems and address urgent matters within the FSILG community
6. Keep in contact, at all times, with the FSILG Office on all matters impacting the community

Responsibilities:

- Group and Community Dynamics
 - Support residents in solving intra/inter-personal conflicts and personal problems
 - Serve as an active member of the FSILG community by regularly attending community-sponsored events and, if possible, house meetings
 - Support community members in conflict through mediation, and other conflict management techniques
- Communication
 - Form proactive and enduring relationships with members of the FSILG team, undergraduate leadership, and the FSILG house corporation
 - Establish community standards and clearly articulated boundaries with all residents.
- 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.)
 - Develop programming relevant to the needs and interests of the residents
- Crisis Management
 - 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
 - Confront incidents that jeopardize the immediate safety or welfare of the FSILG residents and/or guests
 - Respond to Dean On-Call requests as soon as possible and report incidents to the FSILG Office within 24hours 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

Expectations

The Graduate Resident Advisor will:

- Live in the residential facility of the FSILG throughout their appointment
- Abide by the other terms of the Graduate Resident Advisor Agreement with MIT
- Abide by and advocate for the policies of the FSILG (e.g., inter/national policies)
- Attend all trainings conducted by Residential Education prior to and throughout the academic term
- Attend regularly scheduled cluster meetings at a date and time to be determined by your cluster supervisor prior to the beginning of each academic term.
- Attend regular one-on-one meetings with your cluster supervisor
- Submit detailed monthly reports to the FSILG Office and the FSILG House Corporation outlining current and future programming efforts, issues dealt with, and updates regarding the state of the organization
- 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