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**THE UNIVERSITY OF DAYTON**

**DIVISION OF STUDENT DEVELOPMENT**

**GRADUATE ASSISTANTSHIP EXPECTATIONS**

The Division of Student Development is a community of professionals, called to serve as a resource and partner for student learning in the Catholic and Marianist tradition. We challenge students to construct communities of purpose, exhibit practical wisdom, and practice servant leadership as they integrate personal and social responsibility with academics and faith formation. We support students by assisting in the co-creation of a safe and healthy environment where differences are respected and celebrated. We encourage students to discover their vocation as they develop the skills needed to contribute as members of a global society.

Subject to confirmation by the Associate/Assistant Vice President, and the Director of the department, the Division of Student Development is making an offer to:

Graduate Assistant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Assistantship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Term per the GA Contract: August 1, 2014 until May 15, 2015

This summary of expectations is intended to supplement the Graduate Assistant Contract provided by the University of Dayton Graduate School. By accepting this appointment, the Graduate Assistant agrees to perform the following duties, fulfill the stated responsibilities and adhere to the specific terms described here. Please note that failure to abide by these expectations may result in disciplinary action up to and including termination of the Graduate Assistantship:

1. Be continuously enrolled full time in a graduate program at the University of Dayton for the duration of the academic year.
2. Report to the supervisor who oversees the working area. Submit and gain approval from supervisor regarding any request for time off from work.
3. Adhere to the University’s Student Code of Conduct and expectations established by the department as well as all University of Dayton policies that are applicable to Graduate Assistants.
4. Maintain confidentiality as it pertains to education records of their students as well as other confidential or sensitive information, in compliance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable guidelines.
5. Commit to maintaining a work environment that is free of personal or sexual harassment, supportive of a diverse community, and equitable for all community members, in compliance with the University’s policy on Nondiscrimination and Anti-harassment.
6. Not engage in amorous relationships with students and/or student employees you supervise, advise and/or manage. Inherent in such relationships is a significant institutional power differential between the supervisor and the students/student staff that could compromise the trust and objectivity needed for an effective supervisor/employee relationship.
7. Assist in selecting, training, evaluating and supervising student employees as directed by the supervisor and/or Director.
8. Attend and actively participate in all staff meetings, orientations, training sessions, committees, interview processes and evaluation processes as required by the department and the division.
9. Be available to work weekends, evenings, and during academic breaks as determined by the needs of the department and the supervisor and/or director.
10. Follow guidelines regarding use of professional development funds as stipulated by the division’s Graduate Assistant Development committee.
11. Perform other duties as assigned by supervisor and/or Director.

**COMPENSATION**

1. Resident Directors and Residence Coordinators whose Graduate Assistantships are with the Department of Housing and Residence Life are required to live in University housing. As such, their compensation is as follows:
2. **Resident Directors:** $7,700 stipend/room and board plan/ tuition remission/health insurance\*
3. **Residence Coordinators:** $5,700 stipend/room and board plan/ tuition remission/health insurance\*
4. Graduate Assistants whose Assistantships are not with the Department of Housing and Residence Life may choose one of the two compensation packages listed below:
5. **Compensation package one:** $7,700 stipend/tuition remission/health insurance\*
6. **Compensation package two:** $3,000 stipend/$5,200 housing allotment/tuition remission/ health insurance\*
7. Graduate Assistants will receive pro rata stipend payments on the 10th and the 25th of each month.

\*For any graduate assistant hired on or after January 1, 2014, the health insurance provided by the University is an individual plan.

**HOUSING**

* 1. Graduate Assistants who select compensation package with housing will be assigned into a single bedroom (with a bathroom) in a two bedroom apartment in Irving Commons Apartment or a similar facility. The graduate assistant will share the apartment with another graduate assistant.
  2. The $5,200 allotment covers housing for the term of the Graduate Assistant Contract (August 1, 2014-May 15, 2015) and is taxable income. The graduate assistant will be responsible for paying for the cost to reside in the apartment from May 15, 2015- July 31, 2015.
  3. Resident Directors and Residence Coordinators are required to live in the residential facility in which they work.

**ACADEMIC CREDIT HOURS**

1. Graduate Assistants may take up to 24 credit hours during an academic year (August 1, 2014- July 31, 2015). The maximum cost for credit hours taken is $13,315 for the academic year. Any costs above this amount will be the responsibility of the Graduate Assistant.

**RENEWAL OF THE GRADUATE ASSISTANTSHIP**

Graduate Assistants’ performance will be reviewed and documented annually using the performance appraisal tools provided by the Division of Student Development. Renewal of the graduate assistantship is for one additional academic year based on the Graduate Assistant’s successful completion of duties and responsibilities as determined by his/her supervisor.

**DISCONTINUATION OF ASSISTANTSHIP**

A Graduate Assistant may be relieved of his/her responsibilities for failure to fulfill his/her contractual obligations or for conduct which is inconsistent with expectations for professionals at the University of Dayton or in violation of the University’s Student Code of Conduct, in the sole discretion of the University. In the event that a Graduate Assistant is removed from his/her position for unsatisfactory performance, he/she is obligated to return tuition money for the term in which he/she is enrolled and will forfeit any housing, board, and/or stipend payments. Additionally, Graduate Assistants whose remuneration includes University housing may be reassigned to other housing at the expense of the Graduate Assistant. Graduate Assistants who wish to appeal the discontinuation of their Assistantship may do so by consulting the division’s process for filing an appeal.

I understand and accept the expectations for my Graduate Assistantship.

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Graduate Assistant/Date Supervisor/Date

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Director/Date Associate/Assistant Vice President/Date