

## GLC Fellow Position Description

**PURPOSE:** The GLC Fellows serve all graduate students in various areas of graduate student life. They also work specifically with the GLC residents to enhance their living and learning experience on campus. Therefore, while some responsibilities of this position resemble the traditional RA role, the GLC Fellow position is redefined and expanded with a focus on supporting the entire graduate student population enrolled in Blacksburg. This position is funded and supervised through the combined resources and efforts of Residence Life and the Graduate School.\*

Succeeding in this position rests on a commitment to building relationships with residents in the community and encouraging community focus on unwavering curiosity, self-understanding and integrity, civility, courageous leadership and Ut Prosim. GLC Fellows should model these characteristics at all times.

### CORE RESPONSIBILITIES

#### Residential Life Administration

- Serve on the GLC nightly duty rotation, including regular shifts from 5pm-8am.
- Maintain consistent presence and accessibility to residents of the Graduate Life Center.
- Perform administrative duties as assigned (roster verification, health & safety checks, etc.).
- Serve as a first-responder to issues and crisis as they arise in the residential space.
- Attend summer and winter session trainings, weekly staff meetings and bi-weekly one-on-one meetings.

#### Building Community in the GLC

- Build positive relationships with graduate students and invest in the lives of fellow residents through programming, day-to-day interactions, and regular room visits.
- Facilitate opportunities for interaction amongst graduate students.
- Serve as primary community builder for students in the GLC including, but not limited to, hosting regular community gatherings and traditions.
- Collaborate with residents to maintain clean and orderly common areas.

#### Programming and Support for Graduate Students

- Serve as a knowledgeable resource for graduate students with inquiries about offices on campus.
- Possess general knowledge and understanding of residential, judicial policies and procedures, and Graduate School role and responsibilities.
- Provide programming for graduate students in the GLC.
- Provide supportive presence to the GLC and graduate students through 2 hrs/wk at the GLC Welcome Center.

#### Promoting and Enhancing the GLC Environment

- Represent the GLC Fellows at GLC/graduate education-related events and meetings, as needed.
- Conduct GLC tours on occasion.

### COMPENSATION

- 9-month housing scholarship in GLC including utilities (valued at \$9,060)\*\*
- Meals provided during training periods (summer and winter).
- Monthly pay of \$360
- Half in-state tuition scholarship

### SUPERVISION

- Shared supervision by the Residential Learning Coordinator and Graduate Student Services Office (GSSO) Director or designee.

### ELIGIBILITY REQUIREMENTS

- Full-time graduate student status
- Must be in good standing with the University (e.g. cannot have academic or conduct sanctions)
- Concurrent employment, if held, may not exceed 10-hours per week and must be pre-approved by both supervisors.

\*GLC Fellows are not required to take the Introduction to Residence Life course – instead, development activities are provided in staff meetings.

\*\*Student required to purchase meal plan separately