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Job Descriptions

Director

The Director’s responsibilities related to resident assistants include:

- Administrative oversight of all personnel.
- Coordinate evening/weekend and other activities of the students in consultation with the Head RAs.
- 24/7 availability in case of emergency; the Director may appoint other administrative staff member as back-ups in case he is not available. There should be at least 3 staff members, including the Director, who can be potentially reached at any time. The Head RAs need to be kept informed of any changes in the staff members.
- Be involved in the day-to-day activities of GSSE and daily discussions with RAs.
- Offer support to the RAs in their dealing with students, including disciplinary action.

Head RAs

The responsibilities of the Head RAs include:

- Be involved in the planning of GSSE student activities, recruitment, selection, and training of RAs.
- Act as the official and present day-to-day authorities of GSSE, including supervision of RAs, determination and assignment of their duties, and conflict resolution.
- Be active in leading daily meetings among the Administrative and RA Staff.
- At least one of the Head RAs must attend and supervise each field trip or excursion off-campus. Clear modes of contact must be established prior to each trip.
- Have extensive communication with GSSE faculty and staff.
- Establish boundaries for students in consultation with the Director.
- Maintain detailed records electronically (e.g., google drive).

Resident Assistants

Before School Starts (March – May)

RAs will be involved in training, team building exercise, and the school planning process before School starts. Total time required will not exceed a couple of weekends.

During school

- RAs must be fully and readily committed to serving the students, supervising student behavior, ensuring the well-being of the students and staff, attending administrative meetings, and respectfully cooperating with faculty and staff.
• RAs are responsible for fostering weekly events that build community among their students, such as ice-breaking events, outings, group dinners, tours of campus, outreach opportunities, etc. Out-of-bounds excursions need to be cleared with head RAs.
• RAs must be able to drive cars including 12-passenger vans for extra-curricular activities. These include religious services on Sundays.
• RAs are expected to serve one duty night a week as scheduled by the head RAs. Duties include check in duty and on-call medical emergency.
• By accepting the position as an RA, you understand that this is a 24/7 job and hours are unconventional. Responsibilities include attendance of floor meetings, working with students in evening/weekend events, as directed by head RAs, etc.
• Although this is a job that requires a lot of responsibility and leadership, rest assured that this will be a very enjoyable and rewarding summer.

Workload

Many RAs are engaged on campus during GSSE through summer school, research, standardized testing studying, TA duty, etc., during the day. GSSE supports all of your individual endeavors; however, please be committed to GSSE responsibilities and be readily accessible and available. Please be accessible by cell phone for any supply trips, emergency transports, food set-up, etc. Further, it is of utmost importance to openly communicate your schedule in order to prevent an understaffing at evening events, field trips, etc.

Salary and Benefits

You will be compensated per diem for the time spent March – May (up to $500). During school (June) your salary will be distributed either bi-weekly or monthly (total of $1,500). Ultimately, payment distribution will depend on your status of employment with the University of Tennessee. For instance, if you actively work in a lab on campus and are on a bi-weekly pay status, then your GSSE salary will be distributed in equal dividends among the second week of June and the last week of June.

RAs also receive several benefits as staff members of GSSE. GSSE will provide housing, summer parking pass, and a university charge card, which can be used for meals at the cafeterias, Student Union, POD markets, Starbucks, and other university providers. Please note that you will be
asked to turn in all receipts accumulated from your university charge cards at the conclusion of GSSE. GSSE will provide an envelope for you to store your receipts.

**Time-off**

RAs are allowed one day off-duty per week. RAs must notify Head RAs to receive approval as soon as possible. Your time-off may be declined if too many RAs are simultaneously off-duty. Thus, it is imperative for you to request time-off well in advance to ensure you receive your well-deserved break. In request of a 24 Hour time-off period (allowed one per week), the request must be made at least 24 hours in advance. In request of a 48 Hour time-off period (allowed one during the first three weeks of the school), the request must be made at least 48 hours in advance.

Special circumstances and emergencies will be considered if you must be excused from your duty as RA. Please contact the Head RAs or GSSE staff to submit your extended time-off request as soon as possible.

**Check-in/Emergency Duty**

Two RAs will be assigned to dorm check-in duty every night. Check-in on the weekdays (Sun.-Thurs.) is in the dorm lobby between 9:30PM-10:00PM. Check-in on the weekends (Fri.-Sat.) is in the dorm lobby between 10:00PM-10:30PM. In addition, there will be midnight in-room check-ins. Those on duty are responsible for accounting the GSSE student roster and updating the GSSE schedule board.

Students will be given a warning for their first offense if they check-in five (5) minutes late. If students check-in five (5) minutes late for three occasions, then the students receive a penalty point. If a student checks in fifteen (15) minutes late, the student receives a penalty point without warning. Please keep records of your actions (including justification) on the electronic forum, as directed by the Head RAs.

If students are missing fifteen (15) minutes past check-in, notify the Head RAs and the student’s assigned RA. This will allow these RAs to check rooms, call the student, etc.

*The aforementioned disciplinary protocol applies to both in-dorm and in-room check-in. The two RAs on check-in duty (together with the Head RAs) are also on emergency duty in case of a student injury or illness.*
Evening Lectures/Activities

RAs are expected to attend all lectures and activities unless excused by Head RAs. This is to promote student engagement and respect to our guest lecturers and other faculty and staff who have devoted time to assist in evening enrichment activities.

Student Behavior/Disciplinary Action

It is important for all RAs to discipline equally and fairly. This is to promote a unified RA community and authority to instill respect in the students. It is important to recognize that you will be interacting with high school students for an entire month and to be readily aware of typical high school behavior. However, these students have signed waivers acknowledging that they have read UT Hilltopics. Any inappropriate behavior must be addressed and be confident that your fellow RAs will support you.

Please check and update the GSSE Google Drive for any disciplinary action taken on students and the resulting consequences. In addition, a disciplinary protocol can be found in the Google Drive. Please ask your Head RAs or GSSE staff if you have any questions about disciplinary action.

Disciplinary Action Protocol

1 Penalty Point Offenses

- Student leaves or is not within the boundaries of the UTK campus established by the RAs. Student receives a penalty point and is suspended from all excursions about the UTK campus unless going to and from class or accompanied by an RA;
- Student is disrespectful to a GSSE staff/faculty member or an invited guest;
- Student is found in an area specifically designated for the opposite gender (floors, rooms, etc.);
- Student un/intentionally misses class and/or mandatory event without previously notifying an RA with a legitimate excuse, such as illness;
- Student is late to class and/or mandatory event more than once;
- Student is late to or fails to check in at the designated check in time:
  o Student is allowed a 5 minute grace period where the student may check in late and face no immediate consequence. If, however, the student arrives during this grace period more than three times for the duration of the GSSE term, on the fourth offense and all subsequent offenses the student receives a penalty point. If the student arrives to check in after 15 minutes, the student receives a penalty point.
4+ Penalty Point Offenses

- Student mentally or physically abuses/harms another student:
  - Student’s parents/guardians are called. Student may face expulsion from GSSE at the discretion of the Director.
- Student engages in inappropriate sexual content (sex, fondling, make-out, etc.) with the opposite or same gender:
  - Student’s parents/guardians are contacted. Student may face expulsion from GSSE at the discretion of the Director.
- Student engages in underage drinking and/or illicit substance abuse:
  - Student’s parents/guardians are called. Student may face expulsion from GSSE at the discretion of the Director.

Points & Demerits

- 1st demerit (3 penalty points): The student is referred to the Director.
- 2nd demerit (4 penalty points): The student’s parents are contacted.
- 3rd demerit (5 penalty points): The student may be expelled from GSSE.

It should also be noted that the consequences herein aforementioned are concrete, with only exceptions being made when consequences are left to an RA’s discretion and/or a head RA or the current head faculty member deem appropriate.

GSSE Google Drive

The GSSE google drive is the electronic depository for all documents and records pertaining to the day-to-day activities of GSSE, including organization of events, assignment of duties, disciplinary actions, etc. It facilitates communication between RAs, Head RAs, and other staff members. It is maintained by the Head RAs. RAs should be thorough in their reports and include all details needed, so that accurate and complete records are maintained for all activities.