

## ***Position Overview***

The job of the Graduate Resident Tutor (GRT) is to foster a supportive, safe, and positive living environment and to build a community atmosphere among undergraduates in MIT residence halls. This responsibility includes encouraging personal growth, providing outlets for managing stress, and facilitating positive interpersonal relationships. GRTs are also responsible for implementing community standards, enhancing security, and promoting mutual respect among the residents they serve. In undertaking this position, GRTs become part of a House team led by the Heads of House and including other GRTs, the Area Director (AD), and House Manager.

## ***Responsibilities***

### **Community Development**

- Establish continuing personal connections with residents on their floor and within their building.
- Develop a community on their floor(s) and in the building in which residents are able to socialize, study, and sleep in an environment that is respectful of individual differences and conducive to the educational process.
- Be aware of, and respond to, the academic and personal problems of their residents, which include making referrals to the appropriate MIT resources (i.e., Heads of House, Area Directors, Residential Education and Student Support and Wellbeing, Religious Life, MIT Medical, Dean on Call, etc.).
- Work to identify and solve problem situations in their living area including roommate conflicts, personal problems and emergencies.
- Respect and maintain confidentiality regarding resident issues by not discussing them with other students or inappropriate persons. However, the GRT will be expected to keep members of the House team, and/or other MIT administrators informed about serious or potentially serious/dangerous resident issues.
- Be routinely visible and available to residents.

### **Mentor**

- Offer support and guidance to students by connecting them to other residents and the larger community.
- Identify and respond to resident needs for information, especially academic support and guidance, MIT resources, and personal concerns.

### **Programming**

- Draw upon their interests (academic and/or extracurricular) to make a meaningful contribution to residential life. Opportunities will depend on the differing needs of individual houses; examples include running a film series, coordinating musical programming, and assisting the House team with social and academic programming. The specific role of each GRT will be determined, finally, in consultation with the House team.
- Regularly assess the needs of their residents by talking with them individually and in groups, responding to current issues in their lives and recognizing unaddressed needs, etc.
- Provide study breaks and/or opportunities for their community to gather.
- Conduct floor meetings.

### **Safety and Procedures**

- Be knowledgeable and educate residents on MIT policies and procedures.
- Treat individuals with respect, consistency, and fairness
- Inform Heads of House and Area Director of key incidents in the residence hall that require follow-up, or are medical or mental health in nature.

## **Staff Responsibilities**

- GRTs are expected to participate in fall training. Dates will be confirmed with job offers.
- Attends all House team meetings, trainings, and other commitments, as assigned.
- Participate in monthly in-service trainings (one per semester)
- Attend and participate in MIT events including Family Weekend, Orientation, etc.
- Develop effective relationships with the Heads of House, Area Directors, Residential Education and Student Support and Wellbeing, Campus Police, MIT Medical, Dean's Office, etc.
- Work cooperatively as a member of the House team.

## ***Graduate Resident Tutor Program Summary***

Graduate Resident Tutors — or GRTs as they are officially known — have been an essential component of MIT's residential system ever since that system was inaugurated in the 1960s. Although they are not tutors in the academic sense, they serve as tutors in the broader, more humanistic sense of caring for the welfare of others. GRTs at MIT are graduate students to whom the care of undergraduates has been entrusted.

GRTs serve within the residential life system at MIT as members of the House team. Each residence has its own independent House team most often led by Heads of House. At least one of the Heads of House is a resident member of the MIT faculty or staff. GRTs also work directly with their House team's Area Director, who acts as a support and resource for the community. Typically, a GRT is assigned to a particular area within a residence, such as a hall, floor or entry. The purpose of the House team is to develop and support a residential community, and the GRT plays a primary role in this support.

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## ***Eligibility and Requirements***

General requirements for the GRTs position include evidence of solid judgment, sensitivity, and the ability to work with students, colleagues, and faculty. This position is considered employment, minimum ten hours per week. All candidates must be available to be on campus and in residence from mid-August through Commencement.

To be eligible to apply for a GRT position, individuals must be full-time enrolled graduate students registered at MIT, or in a combined program with MIT and another institution. A Bachelor's degree is required to be a GRT.

Students applying must also be registered in a multi-year program and be at a point in their studies where they will likely be staying at MIT for several more years. MIT undergraduates may apply in their senior year but must be admitted to graduate school by mid-April prior to accepting a GRT position. Anyone who was an undergraduate at MIT may not serve as a GRT in the same house where they lived as an undergraduate unless they left MIT for at least three years. Students finishing their undergraduate degree and continuing on in a one-year Master's program are not eligible.

## ***Appointments***

GRT appointments are for one academic year commencing mid-August and ending in early June. During that period (and in succeeding years) GRTs will be evaluated and, based on a positive recommendation from Heads of House, will be offered re-appointment for another year. GRTs will not be eligible to continue if they cease to be a graduate student at MIT. **An appointment may be terminated at any time if it is determined by the Head of House and Residential Life Programs that a GRT is not fulfilling the responsibilities set forth in the position description and the position contract.**

### ***Remuneration***

The compensation for a GRT position includes free use of a room/apartment in the assigned residence during the appointment plus a stipend of \$730.00 per semester (which is taxable).

### ***Supervision***

The Heads of House of the assigned residence are your immediate supervisors. GRTs should consider them to be sources of guidance.

### ***Training***

The training programs are an essential and required part of the GRT position. The first GRT trainings occur in mid-August and those dates are mandatory for GRTs. In addition, all GRTs are required to attend at least two evening in-service sessions (out of 3-4 offered) each academic year. Spouses and partners of GRTs are not required but are strongly encouraged to attend trainings and in-services.

### ***International Students***

International students with fellowships and partial assistantships are encouraged to apply.