is appointed as a Graduate Resident Fellow (hereinafter also referred to as "GRF") for the period from August 8, 2016, 8:00am (with August 7th a travel day) to no later than Noon on May 31, 2017 in accordance with these Conditions of Employment. Appointment dates may be modified in accordance with academic calendar changes. This appointment is for the academic year and there is no obligation to renew this appointment.

Living in the House is a requirement of the position. In order to fulfill the position responsibilities, a 1 bedroom apartment w/ living room, kitchen and bathroom will be assigned, which includes ResNet.

Dining regularly with residents is a requirement of the position. In order to fulfill the position responsibilities, a GRF Meal Plan will be provided.

**Remuneration:** Stipend of $1600 (1st year), $2200 (2nd year), $2400 (3rd year), and $2600 (4th year). Students selected for these positions will retain any tuition/stipend/grant awarded to them in addition to the remuneration listed here.

**Responsibilities:** The GRF lives in the House and serves as an assistant to students. The GRF serves as a mentor and role model to undergraduate residents and serves in a leadership role for academic enrichment by participating in and promoting House programs and activities. In addition, the GRF is expected to participate in the official openings and closings of the House at the beginning and end of each term and assist during Senior Week and Commencement weekend. In order to effectively implement the responsibilities indicated herein and described in the GRF Position Description and the Student Staff manual, it is understood that the GRF must initiate and respond to regular communication with her/his House Professor-Dean and Assistant Dean, and the House operations staff (e.g. administrative assistant, dining, custodial and maintenance staff). The GRF can expect to be actively involved in her/his role as GRF for approximately 15 hours per week.

**Specific Provisions:** This appointment is subject to the following specific provisions:

1. Fully participate in staff pre-term training in August and in any other training that may be scheduled throughout the term of the GRF appointment.
2. Attend and participate in all regularly scheduled staff meetings.
3. Attend and participate in all House Dinners.
4. Be available and accessible to residents whenever the House is open for student occupancy.
5. Meet with his/her supervisor on a regular basis (to be mutually determined) to discuss assigned responsibilities and job performance.
6. Participate in university activities that may include Family Weekend, Housing Expo or other tours, In-House Lottery and Slope Day.
7. The GRF must receive approval from the House Professor-Dean or Assistant Dean in advance of any absence from the House longer than 24 hours.
8. GRFs may not hold additional part-time jobs or participate in extracurricular activities that would interfere with the primary function of carrying out the responsibilities of the GRF position. All outside or additional positions must be reported to and approved by the House Professor-Dean or Assistant Dean prior to accepting any such activity.
9. GRFs are subject to all University regulations as well as those contained in the housing/dining contract and House Rules.
10. Any changes in the graduate student’s registration status must be reported immediately to the House Professor-Dean.
**Termination:** If a GRF’s graduate student status ceases, his/her appointment will automatically be terminated prior to its normal expiration date. The House Professor-Dean and the Assistant Dean may also terminate the appointment for failure of the GRF to satisfactorily perform assigned duties, for conduct deemed negative or inappropriate, or for breach of these Conditions of Employment in any of its provisions. Termination, mutual or otherwise, will result in cancellation of the room assignment, and discontinuation of the House Meal Plan and stipend.

**Graduate Fellow Meal Plan:** GRFs will have unlimited meals within the House System AND 50 meals per semester to be used however the GRF chooses - either as a bonus for guests or as a lunch meal for themselves (e.g. Okenshields).

**Housing:** Housing for GRFs is available from 8/01/16 to 7/01/17 for those serving just one academic year. GRFs who are continuing for the following academic year retain their apartment through July. There is no meal plan during academic year breaks or during the summer.

This appointment will become effective upon signature and receipt of the Conditions of Employment to the House Assistant Dean.

I HAVE READ AND UNDERSTAND THE FOREGOING CONDITIONS OF EMPLOYMENT. I ACCEPT THE APPOINTMENT AND AGREE TO ABIDE BY THE CONDITIONS OF EMPLOYMENT.

__________________________________________  ______________________________
Signature                                      Date