

**THE UNIVERSITY OF DAYTON
DIVISION OF STUDENT DEVELOPMENT
GRADUATE ASSISTANTSHIP SUPPLEMENTAL CONDITIONS**

STUDENT DEVELOPMENT MISSION

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.

SUPPLEMENTAL CONDITIONS

Subject to a successful background check and confirmation by the Associate/Assistant Vice President and the Director of the Administrative 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, 2016 until May 15, 2017

These supplemental conditions are attached to and made part of the Graduate Assistant Contract provided by the University of Dayton Graduate School to constitute the entire agreement of the parties. In the event of a conflict in meaning or result between these supplemental conditions and any other part of the agreement, these supplemental conditions shall govern.

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), University policy 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, evaluation processes and professional development workshops as required by the department and the division.
9. Work weekends, evenings, and 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. Graduate Assistants whose assistantships are with the Department of Housing and Residence Life are required to live in University housing. As such, their compensation is as follows:
 - a. **Resident Directors/Housing Operations:** \$8,150 stipend/room and board plan/ tuition remission/health insurance*
 - b. **Residence Coordinators:** \$5,850 stipend/room and board plan/ tuition remission/health insurance*
2. Graduate Assistants whose assistantships are not with the Department of Housing and Residence Life may choose one of the two compensation packages listed below:
 - a. **Compensation package one:** \$8,150 stipend/tuition remission/health insurance*
 - b. **Compensation package two:** \$2,590 stipend/\$5,560 housing allotment/tuition remission/health insurance*
3. Graduate Assistants will receive pro-rata stipend payments on the 10th and the 25th of each month.

*Graduate Assistants of the University of Dayton are offered individual coverage through the University's healthcare, dental and vision plans. If elected, coverage would begin with the start date of the contract issued by the University. For more information about the coverage options available, please see the Graduate Assistant Benefit section of the Human Resources website at: https://www.udayton.edu/hr/benefits/ga_insurance.php.

HOUSING

1. Graduate Assistants who select the 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 \$5,560 allotment covers housing for the term of the Graduate Assistant Agreement (August 1, 2016-May 15, 2017) and is taxable income. The tax for housing will be deducted from the Graduate Assistant's first four pay checks. If the Graduate Assistant elects to continue housing for the period of May 15, 2017 - July 31, 2017, he/she will be responsible for paying for the cost during that period.
3. Resident Directors and Residence Coordinators are required to live in the residential facility in which they work.

ACADEMIC CREDIT HOURS

1. The maximum cost for credit hours taken is \$13,982 for the academic year (August 1, 2016- July 31, 2017). Any costs above this amount will be the responsibility of the Graduate Assistant.

RENEWAL OF THE GRADUATE ASSISTANTSHIP

Graduate Assistant’s 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 up to one additional academic year based on the Graduate Assistant’s successful completion of duties and responsibilities as determined by his/her supervisor.

TERMINATION OF THE GRADUATE ASSISTANTSHIP

A Graduate Assistant may be terminated and 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.

Graduate Assistants who wish to appeal the termination of the graduate assistantship based on performance may do so by consulting the division’s process for filing an appeal.

Should a Graduate Assistant be terminated or voluntarily leave his/her graduate assistantship before completion of the term, 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. Access to facilities and other benefits specific to the graduate assistantship also will be removed upon the date of leave and/or termination. Graduate Assistants whose remuneration includes University housing may be reassigned to other housing at the sole discretion of the University and at the expense of the Graduate Assistant.

I understand and accept the expectations for my Graduate Assistantship.

Graduate Assistant/Date

Supervisor/Date

Director/Date

Associate/Assistant Vice President/Date