



- f. Perform administrative tasks, including submitting duty logs, incident reports, and program planning and evaluation forms in a timely manner.
- 2. Safety and Security/On-Call Responsibilities (50%)
  - a. Serve in a duty rotation to ensure safety, security, and policy enforcement within the residential area during nights and weekends (8:00pm-8:00am)

- b. Implement the Residential Experience Framework.
- c. Plan and implement small- and large-scale programs to meet the needs of the residents, support department initiatives, and collaborate with university offices.
- d. Propose, advertise, facilitate, and evaluate building-wide social and educational programs throughout the year.
- e. Support fellow team members through attendance at programs and activities.
- f. Publicize campus events by posting fliers, banners, posters, electronic means, and/or word of mouth.
- g. Other duties as assigned.

## Important Dates

- < GRA Summer Term Dates: Monday, June 16 – Sunday, August 25, 2025
  - o Summer Term Training: Monday, June 16 – Friday, June 20, 2025\*
- < GRA Academic Year Dates: Saturday, August 23, 2025 – Wednesday, June 17, 2026
  - o Academic Year Training: Saturday, August 23 – Friday, August 25, 2025\*
  - o GRAs will need to work part of one or more breaks in the academic calendar.
    - Thanksgiving Break: Wednesday, November 26

Kellogg students planning to participate in exchange during the fall, winter, or spring quarters are not eligible for the academic year GRA position. Students who are planning to be away from the Evanston campus for the fall, winter, or spring quarter for other reasons are also not eligible for the academic year GRA position.

A background check will be conducted for all individuals selected during the hiring process. Final acceptance is conditional upon a successful background check.

## Physical Requirements

