



HARVARD UNIVERSITY
The Graduate School of Arts and Sciences
OFFICE OF RESIDENTIAL LIFE

Job Description: Coordinating Resident Advisor

Job Title: GSAS Office of Residential Life Coordinating Resident Advisor

Reports to: Ashley Skipwith, GSAS Director of Residential Life

Description: The Coordinating Resident Advisor (CRA) is a third-year RA who provides additional support to the Office of Residential Life, fellow Resident Advisors, and the GSAS residence halls. He/she is responsible for all the duties of the Resident Advisor position. In addition, the Coordinating RA provides leadership and guidance to the team as a whole, by fulfilling several other responsibilities, all listed below.

Job Responsibilities:

- Serve as a Resident Advisor for Richards 1st floor, and live in Richards #101
- Serve as a mentor for the team of RAs
- Serve as the RA representative for GSAS-wide events, as needed
- Arrive 3 days prior to RA training to provide office support (Monday, August 13 – Wednesday, August 15, 12-5pm)
- Organize and present/co-present 2-3 sessions during RA training
- Organize an event for the RA team at the conclusion of RA training
- Organize a social event with the Dudley Fellows and GDC officers in September
- Coordinate the RA volunteer effort for the GSAS cookout and the GDC welcome event
- Coordinate and organize lock-out duty for the team of RAs
- Take notes during RA meetings
- Coordinate the holiday gift giving for custodians and mail room staff (including designing the holiday poster for the custodial staff)
- Coordinate communication among RAs (create email listserv, etc.)
- Organize one social each term for the team of RAs
- Attend weekly meeting with the Director of Residential Life
- Provide support for the residence hall-wide Halloween, Thanksgiving and Spring term events
- Serve as liaison between the team of RAs and the Offices of Residential Life and Student Services
- Other duties as assigned

Qualifications:

- Must have served in the RA position for 2 years
- Must be a Harvard full-time graduate degree candidate for the 2018-2019 academic year
- Must be organized and detail-oriented
- Must have strong communication skills, including timely response to email and phone calls
- Must be available, approachable and flexible
- Must be visible to the residents and the RA team

Compensation:

- A room in the GSAS residence halls for the 2018-2019 academic year
- 10 meals per week at Dudley House
- \$2,000 stipend, distributed evenly over the two terms

Application:

- Submit a two page (maximum) written statement, explaining your strengths and why you think you would be a successful Coordinating RA. Written statement is due Wednesday, January 31 by 4pm. Interview to follow.

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