



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. They are 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 12 – Wednesday, August 14, 12:00-5:00pm)
- 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 GRHC officers in September
- Coordinate the RA volunteer effort for the GSAS cookout and the GRHC 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 2019-2020 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 2019-2020 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 Thursday, January 31 by 5:00pm. Interview to follow.