



Job Description: GSAS Resident Advisor

Job Title: GSAS Resident Advisor

Reports to: Ashley Skipwith, GSAS Director of Residential Life

Description: Resident Advisors (RAs) are graduate students who are employed by the GSAS Office of Residential Life to fulfill various responsibilities in the GSAS residence halls. There are sixteen RAs, one of whom resides on each floor of the residence halls (Child, Richards, Conant, and Perkins).

Job Responsibilities:

- Act as liaisons with the GSAS Offices of Residential Life and Student Services.
- Help residents, particularly new residents, adjust to their environment at Harvard and in the residence halls; available for urgent and non-urgent matters.
- Handle and report emergency situations, such as illness, accidents within the premises of the residence halls, facilities problems, etc.
- Be visible and available to students both in the residence halls and at Dudley House.
- Inform residents of housing policies, rules and regulations; monitor compliance.
- Receive information from residents and report needed repairs and facilities problems; monitor progress.
- Staff two distribution of keys shifts during move-in weekend (August 19-21) and at other times as necessary.
- Aid residents who are locked out of their rooms.
- Be available to residents on Friday and/or Saturday night several nights each Term.
- Attend monthly meetings and additional ones as necessary that are organized by GSAS Residential Life. RA meetings are usually held on the first Wednesday of the month from 7:45-10:00am. A second meeting is held occasionally. Class schedules and other commitments need to be arranged accordingly.
- Plan, organize, and hold social events every two – three weeks for the floor for which s/he is responsible.
- Participate in events organized by GSAS Residential Life and Student Services, fellow RAs, Graduate Dormitory Council, Graduate Student Council and Dudley Fellows.
- Organize and participate in activities either as an RA Liaison, e.g., with the Graduate Dormitory Council or as an RA Representative - e.g., Wellness.
- Pick up information and materials at the Office of Residential Life every Friday afternoon and post or distribute them.
- Submit paperwork, online forms and weekly reports on time.



Eligibility:

Please note the following information about various dates. ***If you anticipate being unable to attend on any of the dates below, it is best not to apply.***

- Meeting of the 2015-2016 RA team: Wednesday, May 4, 2016, 4:00 – 5:00pm
- RAs must occupy their rooms as of Tuesday, August 9, 2016 and should not be away from August 10 – September 6, 2016 and May 15 – 19, 2017
- RA Training Kickoff Dinner: Wednesday, August 10, 2016
- RA Training: August 11-17 (excluding August 14), 2016
- Team Dinners: Sunday, August 14, 2016
- January @ GSAS: January 9 - 20, 2017. RAs are expected to remain in the residence halls for at least 5 days of January @ GSAS.

Application/Selection Process:

Applications will go live on Monday, January 4 at 12noon. Applications are due on Monday, February 1 at 4pm. Based on the completed application, students will be selected for an interview to be held between the end of February and mid-March. Two letters of recommendation from members of the Harvard community are required; e.g., faculty member, administrator, student. Current RAs cannot be recommenders. Current RAs and Graduate Dormitory Council officers will be consulted.

Duration and Benefits:

RAs are selected for the academic year and may reapply for the following year as long as they continue to be enrolled in a graduate degree program at Harvard.

RAs in Child, Richards and Conant Hall receive a free small single room and ten meals weekly, Monday - Friday, at Dudley House, for the academic year. RAs in Perkins Hall, which houses a larger group of students per floor than the other residence halls, are given a choice of either a small or large room. RAs are required to have a Centrex telephone and are provided with voice mail. Charges for phone calls are the responsibility of the RA.

Application Information:

The application will go live on the GSAS Residential Life website at 12noon on Monday, January 4. Current GSAS residents will also receive an email with the application link on January 4. **The application** and **two letters of recommendation** must be submitted, by Monday, February 1 by 4pm, after which the application will not be available. All questions should be directed to Ashley Skipwith, Director of Residential Life, gsasreslife@fas.harvard.edu or (617) 495-5060.