



HARVARD UNIVERSITY

The Graduate School of Arts and Sciences
OFFICE OF RESIDENTIAL LIFE

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, Student Services, Student Affairs and various other offices
- Help residents, particularly new residents, adjust to their environment at Harvard and in the residence halls
- Be available for urgent and non-urgent matters
- Manage 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 the Graduate Student Center
- 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 23-25) 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 during lock-out duty
- 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 8:00-10:00am. 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, at minimum, for the floor for which they are responsible
- Participate in events organized by GSAS Residential Life and Student Services, fellow RAs, Graduate Residence Hall Council, Graduate Student Council, and Graduate Student Center Fellows
- Organize and participate in activities/meetings as a RA liaison
- Pick up information and materials at the Office of Residential Life every Friday afternoon to be posted and/or distributed
- Submit paperwork, online forms, expense forms/receipts, and weekly report forms on time



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Eligibility:

Harvard graduate degree-seeking candidates now living in a GSAS residence hall who will be registered for the 2019-20 academic year are eligible to apply. Graduate degree candidates who are not currently living in a GSAS residence hall, but who have lived in the halls for at least one term are also eligible to apply. Applicants must be in good academic standing. Excellent interpersonal skills are required.

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 2019-2020 RA team: Thursday, May 2, 2019, 4:00-5:00pm
- RAs must be available on Wednesday mornings from 8:00-10:00am
- RAs must occupy their rooms as of Tuesday, August 13, 2019 and should not be away from Tuesday, August 13 to Monday, September 9, 2019 and from Friday, May 15 to Friday, May 29, 2020
- RA Training Kickoff Dinner: Wednesday, August 14, 2019
- RA Training: Thursday, August 15 – Wednesday, August 21, 2019
- Team Dinners: Sunday, August 18, 2019
- January @ GSAS: Monday, January 13 – Friday, January 24, 2020. RAs are expected to remain in the residence halls for at least 5 days of January @ GSAS.
- RA Winter Retreat: Thursday, January 23, 2020, 1:00-5:00pm

Application/Selection Process:

Applications will go live on Wednesday, January 2 at 12:00pm. Applications are due on Thursday, January 31 at 5:00pm. Based on the completed application, applicants will be selected for an interview to be held in mid-February. Two letters of recommendation are required – 1 must be from a member of the Harvard community. Current RAs cannot be recommenders. Current RAs and Graduate Residence Hall Council officers will be consulted.

Duration and Benefits:

RAs are selected for the 2019-2020 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 up to ten meals weekly, Monday - Friday, at the Graduate Student Center, for the 2019-2020 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 landline telephone and are provided with unlimited on-campus calls and voicemail. Charges for additional phone calls are the responsibility of the RA.

Application Information:

The application will go live on the GSAS Residential Life website at 12:00pm on Wednesday, January 2. Current GSAS residents will also receive an email with the application link on January 2. ***The application and two letters of recommendation*** must be submitted by Thursday, January 31 at 5:00pm, 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.