

### Additional Information for Resident Assistant Candidates

#### **Eligibility and Qualifications for the Resident Assistant Position**

Each of the Houses has *at least* one Resident Assistant assigned to it. A Resident Assistant must be a full-time College student at the University throughout the period of employment. Candidates must be *at least* a second-year undergraduate student at the time the appointment begins. Resident Assistants must have a minimum cumulative GPA of 2.5/4.0, and must have spent at least one year at the University of Chicago before appointment to the position.

Applicants are required to be in good disciplinary standing with the University. An RA candidate's disciplinary status will be reviewed and considered during the selection process. All applicants with a prior disciplinary history as a college student should share that information during their interview. Having a disciplinary history with the University or with Housing & Residence Life does not eliminate a candidate from consideration, but the nature of the incident(s) may have bearing on the hiring process.

All candidates' disciplinary history will be verified with both the College and Title IX Office.

#### **Terms of Appointment**

##### Period of Employment and Eligibility

The appointment as Resident Assistant is an annual appointment with reappointment subject to a satisfactory review. Resident Assistants must maintain their student affiliation with the University throughout their period of employment.

##### Annual Period of Appointment

Appointments to the Resident Assistant position begin in early September, about 2 weeks before the entering students arrive at the College, and end the Monday after the residence halls close at the end of Spring Quarter (mid-June). Staff members *must* participate in a training program prior to the arrival of new students in the fall. Resident Assistant appointments are made for the three quarters of the regular academic year (Fall, Winter, and Spring). Resident Assistants may not be employed outside of Housing & Residence Life without the prior approval of their Resident Head(s). Resident Assistants should assume that without prior approval, they may not hold other positions outside of the Housing staff position.

### Compensation

Resident Assistants are housed in a single room in the House where they are assigned. Resident Assistants are billed for their housing assignment; however, they all receive a stipend check to cover that room charge. Resident Assistants are provided with a board plan for the 9 months of the academic year when the dining halls are in service, and Maroon Dollars. Summer room and board are not part of the compensation. However, all returning RAs are eligible to stay on campus during the summer months for a reduced rate. Candidates receiving financial aid should check with the Financial Aid Office or their Dean of Students to learn whether employment as Housing staff will affect their financial aid awards.

## **Time Commitment**

### Presence in the House

An essential issue all candidates must address is whether they will give the time to be very actively involved in the daily life of the House. Resident Assistants have no set hours, and it is difficult to quantify the amount of time one must spend to do the job properly and well. Below are some guidelines that illuminate the minimum expectations:

Resident Assistants are expected to be in the House the majority of evenings and weekends and to eat most of their meals (8-10 meals a week) with the residents of the House. Staff members do not have to be in the House at all times, but must be present enough to know what is going on and to be a support and resource to residents. Staff members are expected to respond to major problems in the community, to maintain community standards, and to perform various administrative tasks. Successful staff members take the initiative in keeping in touch with residents and in anticipating problems before they become crises.

Resident Assistants must be in residence throughout the academic term, although on occasion there will be reason to be away for academic or personal reasons. Overnight absences during the week and weekends must be scheduled and approved by the supervising Resident Head a minimum of three days in advance of the requested absence. RAs can only request to be away from the House for no more 2 weekends\* each quarter. (\*Unexpected circumstances will be considered on a case by case basis in consultation with the Resident Head & Assistant Director of Residence Life). Note: Thanksgiving does not count as a weekend away for Resident Assistant staff.



Resident Assistants are not expected to remain in residence during the Winter and Spring interim periods, although they must remain until all students have checked out, room checks have been conducted, and the residence halls are formally closed.

#### Duty, Staff Meetings and Participation in Resident Deans' Events

In each residence hall, a rotating duty calendar is established by the Senior Resident Assistant which ensures that at least one member of the Housing Staff is present in a hall to handle emergencies every night when the halls are open. Staff members in each hall also meet as a group on a regular basis (usually biweekly) with their Assistant Director of Residence Life, Assistant Director of Operations, and Resident Deans to discuss upcoming programs, issues or concerns, and the state of the Houses in general. In addition to attending individual House events, Resident Assistants will be expected to attend events sponsored by the Resident Deans and Resident Heads, especially those that occur in the building such as study breaks and special dinners.