



# UChicago Housing & Residence Life

## 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. Candidates must have lived in housing for *at least* 1 quarter at the time of application. 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 performance review. Reappointment is not guaranteed. Resident Assistants must maintain their student affiliation (full-time status) 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



## UChicago Housing & Residence Life

before the entering students arrive at the College and end the Monday after the residence halls close for graduates at the end of Spring Quarter (early-June). Staff members *must* participate in the mandatory HRL 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).

### Other Employment

Coursework as a University of Chicago student and the RA job responsibilities will take priority. Therefore, the responsibility is upon the RA to demonstrate to their Resident Head(s) that they can manage coursework, the RA position, and any involvement in co-curricular activities or additional leadership positions. An RA is limited to no more than 8 hours per week of additional employment. Resident Assistants may not be employed outside of Housing & Residence Life without 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. RAs will be charged the prevailing first year housing rate for their room. RAs will receive a stipend paid in full each quarter equal to the prevailing first year housing rate. All RAs must sign up for direct deposit in Workday. Resident Assistants are provided with a board plan for the 9 months of the academic year when the dining commons are in service, and Maroon Dollars. Summer room and board are not part of the compensation. **All candidates receiving financial aid are strongly encouraged to 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 actively involved in the daily life of the House. Resident Assistants have no set hours, and it



## UChicago Housing & Residence Life

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. 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 report potential infractions to their Resident Head(s), 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(s) 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(s) & 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.

Resident Assistant must model and follow all community standards, Housing & Residence Life, and University policy.

### 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 triage 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



## **UChicago Housing & Residence Life**

concerns, and the state of the Houses in general. In addition to planning and attending individual House events (study breaks, House meals, etc.) with your Resident Heads, Resident Assistants may be expected to attend events sponsored by the Resident Deans, especially those that occur in the building such as study breaks and special dinners.