

## Resident Head FAQs

### Qualifications:

#### *Do I need to be married?*

No. Resident Heads may be single, married, or coupled.

#### *What type of university affiliation do I need?*

At least one member of a Resident Head(RH) couple must have a direct affiliation with the University outside of the RH position. This can be as a graduate student, faculty, or exempt administrative staff. Please note below the eligibility requirements for applicants are as follows:

Graduate Students: Graduate students are restricted from UChicago employment of more than 20 hours per week. Each individual RH (whether coupled or single) requires a commitment of 20 hours/week. Students may not work as an RH if they have any additional UChicago employment (teaching, research, or any other UChicago employment). All graduate students must submit the Dean of Students certification form with their application or the application will be considered incomplete.

Foreign National Graduate Students and Visa restrictions: Foreign National Graduate Students are welcome to apply and serve in the RH role provided that they are eligible for on-campus work under their visa and have no other hourly commitments (except the 20 hours/week commitment for the RH position). Housing & Residence Life is not able to sponsor any Foreign National after graduation from their program. Please consult the Office of International Affairs for more guidance on your specific eligibility. All graduate students must submit the Dean of Students certification form with their application or the application will be considered incomplete.

Postdoctoral Teaching Fellows: Teaching Fellows or students transitioning to Teaching Fellow appointments are not eligible to work as Resident Heads.

Postdoctoral Fellows or Scholars: Postdoctoral Fellows and Scholars are not eligible to work as Resident Heads.

Faculty/OAA/Staff: Non-student candidates for the RH position must be exempt, full-time employees (benefits eligible and work a weekly schedule of 35 hours or more). Human Resources must confirm eligibility for work. The expectation is that RH candidate(s) inform their supervisor of their decision to be a RH, should they be offered and accept the position.

*Will my parental status affect my application?*

Families of all sizes are welcome to apply. To best match your family to an RH apartment, Housing & Residence Life will ask for information about family size.

**RH Selection:**

*How long does the selection process take?*

The selection process typically runs for much of the Winter & Spring Quarters. For this year's RH selection process, we hope to have all vacancies filled for 2024-2025 academic year by the beginning of May.

*How many RHs are hired each year?*

Due to the academic hiring cycle staff vacancies are hard to predict. On average Housing & Residence Life has 7-10 house vacancies per year.

**Job Responsibilities:** ***Please review the 2024-2025 job description posted on our website.***

*How much time does the RH position require?*

The RH position requires a fair amount of time – about 20 hours per week. In addition to hosting weekly study breaks, house meetings and being available for your residents, RHs are required to attend bi-weekly staff meetings and regularly scheduled quarterly in-services. RHs hold weekly individual meetings with each of their Resident Assistant(s). RHs serve as the adviser to their House Council and attend weekly house meetings. RHs should be in the house as much as possible when residents are present; such as late evenings and weekends.

*How often do I need to be at home?*

Housing & Residence Life expects that you spend a minimum of 4-5 evenings per week in your house. RHs should also be available to their residents and work with the students to build community.

**Training:**

*How long is new staff training?*

RHs are provided a variety of training opportunities, including in-services prior to the start of their appointment. We offer extensive training in fall (generally during the last 2 weeks of August and early September), and quarterly in-services during the academic year. Training dates will be shared when determined.

*What types of training can I expect during the academic year?*

All staff are required to attend quarterly Saturday in-service training sessions. New RHs are also required to participate in a series of training meetings scheduled on Fridays during lunch-time throughout the academic year.

*Who is expected to attend new staff training?*

All staff are expected to attend Resident Head training. The dates will be announced in advance. Staff will need to make arrangements for childcare and absences from work and studies to attend training. Our goal is to set you up for success!

**Miscellaneous:**

*Are pets allowed?*

Yes, dogs, cats and fish are allowed. There are explicit guidelines for the breeds, weight, and the number of pets that RHs may bring into the residence halls and approval must be given by the Housing & Residence Life Office. The HRL pet policy will be provided and required to be completed by September 1<sup>st</sup> each year.

*Can I smoke in my apartment?*

No. All of our residence halls are smoke free environments.

*How many bedrooms will my apartment have?*

The vast majority of Resident Head apartments feature at least 2 bedrooms and 1 private bath. Apartments include in-unit laundry, and a small shared storage area.

*When will I be able to move into my apartment?*

Apartments are generally available for occupancy beginning August 15. (That is the *earliest* date new Resident Heads can access their apartment space).

*Will my apartment be furnished?*

Generally, the apartments will be furnished to the needs of the specific Resident Head. Apartments can come partially to completely furnished.