



RA Selection 101

An Introduction to Residence Life and RA Selection at Boston University

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**Round I Applications due by 2:00 p.m. on Thursday, January 16, 2014 to
Residential Education, 19 Deerfield Street (2nd Floor)**

(Applications from students studying abroad in the Spring of 2014 are due November 15, 2013.)

Welcome

from the Associate Director for Student & Staff Development

Welcome to Residence Life, and thank you for your interest in applying to our 2014/2015 resident assistant selection process!

The resident assistant (RA) position is truly a special one. Indeed, the job of an RA is *to care* about residents, and few people in this world can claim that they get paid to care about others. Of course, as an RA, you would certainly assume your share of seemingly mundane tasks: completing Room Condition Reports (RCRs), signing-out board keys, posting flyers, etc. However, you would also respond to your share of daunting incidents—incidents that might necessitate medical, psychological, or police intervention. No matter how small or how big the task, you would soon realize that you add the human touch. In particular, you would, time and time again, demonstrate that you care and your residents would soon discover that their university experience is more than meaningful; it is also life-transforming.

This document provides you with a short introduction to the RA position. In the pages that follow you will read an overview of the department at Boston University that employs and coordinates the RA program—Residence Life. You will see position descriptions, responsibilities, and compensation packages for our RA and GRA job opportunities. You will learn about this year's application process including information about eligibility requirements, deadlines, and submission guidelines. You will also be able to review answers to many of the frequently asked questions that we receive. It is imperative that you give this document a close reading and seriously reflect on its contents before you apply to our 2014/2015 resident assistant selection process.

Again, thank you for your interest in our program! I wish you the absolute best should you choose to apply. If there is anything that I or my staff can do to assist you as you consider this opportunity then please don't hesitate to contact us at Residential Education, 19 Deerfield Street (2nd Floor), 617-353-3540, resed@bu.edu.



Daryl Healea, M.Div., Ed.D.
Associate Director for Student & Staff Development
Boston University Residence Life

Section I

An Overview of Residence Life

Residence Life is best understood within a larger context of people, ideas, and organizations. The following information will clarify the place of the RA job at our University.

1.1 History, Philosophy, and Goals

Residence Life can trace its history as far back as the early 17th century origins of American higher education—a time when educators recognized the responsibility that colleges had in cultivating appropriate patterns of social conduct, ethical behavior, and good citizenship. Residence Life in the 21st century operates upon the conviction that the living environment for residents plays a crucial role in developing the *whole* student.

Academic criteria are given priority in the selection and training of residential staff, in the formulation of standards for community living, and in the design of programs and services. However, the experiences that residents have outside the classroom can be just as educational. Through its policies, programs, and personnel, Residence Life functions like a curriculum, albeit a “hidden curriculum,” that enriches residents’ academic, cultural, interpersonal, emotional, and moral growth.

Residence Life has the following mission at Boston University:

Residence Life engages and connects students in residential and University communities, fostering students’ growth as leaders equipped to interact in a local and global context.

We strive to facilitate student learning and development in a safe and healthy experience defined by respect and dignity for all individuals.

1.2 Staffing

Residence Life manages 168 residences, which house more than 11,000 residents on campus. Our department is comprised of 30 graduate resident assistants (GRAs), 249 resident assistants (RAs), and 45 full-time professional staff. The **Assistant Dean of Students & Director of Residence Life** monitors all operations within Residence Life and is responsible for the overall management of the department.

The **Senior Associate Director of Residence Life**, the **Associate Director for Administration**, and the **Associate Director for Student & Staff Development** report to the Director of Residence Life and are responsible for coordinating the efforts of the full-time and part-time Residence Life staff in each of the residential campuses. The Senior Associate Director of Residence Life is responsible for the supervision of all full-time, professional staff. He also directs, monitors, and coordinates the daily implementation of University and Residence Life policies and procedures. The Associate Director for Administration is responsible for the development, implementation, and evaluation of standard operating procedures. He also serves as a liaison





with Facilities Management & Planning, Housing, and other University departments. The Associate Director for Student & Staff Development oversees staff recruitment, selection, and evaluation. He also oversees Residential Education at 19 Deerfield Street and coordinates the development and training of full-time professional staff, support staff, and resident assistants.

Residential campuses are supervised by **Assistant Directors**, each of whom assumes primary responsibility for one of the six residential campus. The six assistant directors supervise residence hall directors or area directors, full-time support staff, graduate resident assistants, and resident assistants; they also meet regularly to discuss policy issues and concerns in order to make recommendations to the Assistant Dean of Students & Director of Residence Life. Some of their primary responsibilities include the coordination of the area move-in process, the selection and evaluation of resident assistants, and the compilation of statistical reports concerning maintenance, housing, security, and judicial issues.

Each residence or residential campus is supervised by a **Residence Hall Director** or **Area Director** who is a trained educational administrator with knowledge and expertise in college and university residential living. Residence hall directors and area directors are full-time professionals with duties that include the selection, supervision, and on-going training of graduate resident assistants and resident assistants. In most cases, residence hall directors and area directors manage the hall/residential campus office, conduct judicial investigations, and assist residents by providing referrals to academic and personal support services within the University.



Graduate Resident Assistants (GRAs) are full-time graduate students with a Bachelor's degree who aid residence hall directors and area directors in supervising resident assistants. Typical duties include supervision and performance evaluation of resident assistants, on-call responsibilities, and administrative duties. Other responsibilities may include student conduct hearings, office hours, and special projects as assigned by their supervisors.

Affectionately known as "RAs," **Resident Assistants** are student staff members who work with residents living on their same floor or within their same residence. RAs are selected for their concern for fellow residents and for their leadership skills. RAs are trained to provide support and assistance to residents on a variety of issues. They're an invaluable member of the University staff.



The six residential campuses, from east to west, include: **Lower Bay State Road**, which consists of Danielsen Hall, Myles Standish Hall, Kilachand Hall, and various buildings along Beacon Street, Raleigh Street, Bay State Road, and Commonwealth Avenue; **Upper Bay State Road**, which consists of The Towers, 575 Commonwealth Avenue, Fisk House, Harriet E. Richards Cooperative House, and various brownstone buildings along Bay State Road; **Warren Towers**, consisting of Fairfield Tower, Marshall Tower, and Shields Tower; **South Campus**, which consists of various residences on Park Drive, Arundel Street, Mountfort Street, Buswell Street, St. Mary's Street, Carlton Street, Beacon Street, and Commonwealth Avenue; **Upper Commonwealth Avenue**, which includes 33 Harry Agganis Way, 10 Buick Street, 1110 Commonwealth Avenue, and 1019 Commonwealth Avenue; and **West Campus**, which consists of Claflin Hall, Sleeper Hall, and Rich Hall.



1.3 Residence Life's Part in Boston University

An organization's success cannot be measured by the sum of its parts. The same is true for Residence Life and its relationship to the broader framework of operations at Boston University. Residence Life is actually one of many departments that report to the Dean of Students. Other departments include Orientation, Student Activities, Judicial Affairs, Disability Services, the Community Service Center, and the Howard Thurman Center. Though there are many departments, our general mission is the same: to promote student success. Toward that end, our departments seek to coordinate with one another to support the academic mission of the university, to foster students' development, to provide services, and to educate students via various co-curricular and extra-curricular experiences. For more information, visit <http://www.bu.edu/dos/>.

Section 2

Responsibilities and Position Descriptions

The vitality of any authentic university is founded upon ideals of excellence in research, teaching, and service. A community of higher learning cannot be realized unless its members also exemplify intrinsic values such as intellectual vision, honesty, temperance, justice, and wisdom. By accepting a position as an RA, one is expected to work in accordance with these ideals of excellence.

As a student, an RA retains his or her rights under the laws of society and under the University's Code of Student Responsibilities. Nothing in this discussion of the RA position description on staff ethics and personal responsibilities infringes upon the RA's rights as a student. However, an RA must recognize that as an employee of Residence Life, he or she is held to standards of behavior of a higher order than those of the residential population, which includes but is not limited to the requirement that an RA remain in good judicial standing at the University.



2.1 Areas of Accountability

Residence Life has developed five general responsibilities for the RA position. These areas of accountability should be viewed as guidelines for successful performance as an RA. Evaluation of an RA's performance throughout the academic year is based on the following areas of accountability:

Developing a Healthy Community

As the designated leader for a community, it is the RA's job to instill mutual respect, cooperation, and trust while also attempting to cultivate commonly shared values among many different individuals.

Assisting Students

It is the goal of the University to provide students with an academic education; however, such an opportunity can be hindered due to personal fears, uncertainties, and conflicts. Through observation, availability, and interaction within the community, an RA can anticipate residents' needs, identify potential problems, and make appropriate referrals to help residents overcome obstacles.

Providing Control

Order, civility, and respect for the rights of others are essential qualities of any community. Rules and regulations have been established to ensure that students' pursuit of their academic and personal growth is uninhibited. By learning, following, and informing the residents of the rules and regulations, an RA takes a lead in enforcing and appropriately citing all alleged violations of policy. All RA applicants should review the



University's "nonacademic and residential policies" to know what they will be asked to enforce: <http://www.bu.edu/dos/policies/lifebook/residential/>.

Working as a Team Member

An individual RA's resources, talents, and skills are limited. However, by utilizing the skills and knowledge of teammates and other University staff members, an RA can provide thorough answers and direction for the numerous and often complex needs of the community.

Performing Administrative Tasks

Many University offices rely upon RAs to collect and submit pertinent data in order to successfully provide service and support to students. An RA's efforts to provide timely, accurate, and thorough information contribute to the smooth and effective operations of the University as well as the residence hall system.



2.2 Detailed Position Descriptions

The **RA** position is the most common student leader position within Residence Life. However, there are a few variations. For example, a small number of these RA positions are our **Specialty Community RA** positions. Generally speaking, Specialty Community RAs conduct standard RA duties but focus their efforts on developing their respective Specialty Communities. Applicants interested in serving as a Specialty Community RA must qualify to live in that Specialty Community. (Specialty Community qualifications are listed here: <http://www.bu.edu/housing/residences/specialty/list/>.)

Additionally, we also have GRA positions, which as mentioned previously are for full-time graduate students with a Bachelor's degree who serve in a supervisory capacity with Residence Life. These positions are often referred to as **GRAs for Administration**. A variation on the GRA position is the **GRA for Training & Development** position, which are limited in number. GRAs for Training & Development work closely with their respective Assistant Director to focus their efforts on the education and training of their respective area's RA staff.

Consideration for Specialty Community RA positions and GRA for T&D positions does not preclude an applicant's chances for being selected as an RA or GRA, respectively, in other areas of campus. Detailed position descriptions follow on pages 8-10.

Resident Assistant/Specialty Community Resident Assistant

The Resident Assistant (RA) is a student staff member who helps to care for residents living within his/her respective community. RAs serve under the direction of a Graduate Resident Assistant, Residence Hall Director, or Area Director. Generally, RAs are responsible for enforcing University policy, performing various administrative tasks, developing a sense of community, assisting students, and working as a team member within Residence Life. **Specialty Community RAs** also focus a number of their efforts on developing their respective specialty communities. Responsibilities are further specified by his/her director and include, but are not limited to, the following:

Time Commitment

This is a part-time position (20 hours a week) with a primary commitment to duties rather than hours; the actual time worked may vary from week to week. This position is expected to be the RA's highest non-academic time commitment.

Responsibilities for Developing a Health Community

- Complete a minimum of seven community events each year, per the Event Participation Model.
- Schedule and conduct community meetings on a monthly basis.
- Learn residents' names, room assignments, and at least one other piece of information about them.
- Maintain a schedule that ensures visibility, accessibility, and availability to residents on a consistent basis.
- Post all flyers and keep bulletin boards updated, attractive, and informative.
- Support local Residence Hall Associations and Faculty in Residence.
- **Specialty Community RAs:** Complete specialty-themed bulletin boards and doortags.
- **Specialty Community RAs:** Relate at least four community events to specialty theme, and collaborate with Specialty Advisor on at least two community events.

Responsibilities for Assisting Students

- Be knowledgeable about campus resources and able to make appropriate referrals.
- Assist residents to overcome obstacles such as personal fears, uncertainties, and adjustments.
- Aid residents in the mediation of roommate conflicts.
- Educate students to be tolerant of student differences such as race/ethnicity, politics, gender, religion, socioeconomics, age, sexual orientation, disabilities, etc.
- **Specialty Community RAs:** Confirm criteria and expectations for specialty community and inform residents that criteria will impact ability to return the following year.

Responsibilities for Providing Control

- While serving on-call, respond professionally and appropriately to incidents, crises, and emergencies.
- Educate community on the rules and regulations for safe and secure campus living.
- Confront inappropriate behavior and alleged violations of University policy.
- Document all incidents accurately and thoroughly, and submit timely reports.

Responsibilities for Working as a Team Member

- Attend and participate in all RA staff training, education, and information sessions such as August training, winter training, RA conferences, and weekly Wednesday night staff meetings from 7:00 p.m. – 11:00 p.m.
- Support departmental programs associated with RA recruitment and selection processes, and Admissions Open Houses.
- Maintain a positive attitude and refrain from conduct that lowers team morale.
- Meet monthly with supervisor(s) to discuss performance and experiences in Residence Life.
- **Specialty Community RAs:** Meet regularly with Specialty Advisors.

Responsibilities for Performing Administrative Tasks

- Follow established guidelines for all office tasks (e.g., on-call, key sign-outs, etc.).
- Stop by hall/residential campus office daily, check RA mailbox, monitor Blackboard, and keep BU email in working order.
- Participate in assigned opening, closing, and move-in shifts as directed by supervisor.
- Complete RA weekly reports, incident reports, event assessment forms and other administrative tasks by all deadlines.

Graduate Resident Assistant for Administration

The Graduate Resident Assistant (SRA) for Administration serves as an assistant to the Residence Hall Director, Area Director, or Assistant Director. The GRA for Administration works closely with his/her director to determine the goals for the resident assistant staff experience, to respond to community issues, and to focus on supervising, supporting, and evaluating resident assistants. Responsibilities are always specified by his/her director and include, but are not limited to, the following:

Time Commitment

This is a part-time position (20-25 hours a week) with a primary commitment to duties rather than hours; the actual time worked may vary from week to week. This position is expected to be the GRA's highest non-academic time commitment. In addition, some GRAs have resident responsibilities.

Responsibilities for Staff Supervision

- Collaborate with his/her director to facilitate staff training and development opportunities, including August training, RA Conferences, Winter Training, and weekly staff meetings.
- Cooperate with his/her director to develop goals and objectives for supervising, supporting, and evaluating each RA throughout the academic year.
- Meet with individual RAs on a monthly basis, or as assigned by his/her director, to provide guidance and supervision.
- Read RA Weekly Reports and provide prompt responses to RAs regarding any questions or issues raised therein.
- Meet weekly with his/her director to discuss ongoing staff and student issues.
- Facilitate selected Wednesday Night Staff Meetings as delegated by his/her director.
- Attend regularly scheduled area-wide Senior Staff meetings with fellow GRAs and directors, as determined by the Assistant Director.
- Act as a role model to RA staff by promoting service to students in support of the goals of Residence Life.
- Clarify residential policies and procedures for RAs and students.
- Offer RAs assistance with the resolution of roommate conflicts, community concerns, and disciplinary problems.
- Assist with RA Selection and other departmental initiatives as determined by his/her director.

Responsibilities for Administration

- Serve on the area-wide Senior Staff On-Call rotation as scheduled for weeknights and weekends.
- Submit a weekly summary to his/her director compiling information from RA Weekly Reports, including maintenance issues, roommate conflicts, staff morale, and other noteworthy matters.
- Assist his/her director with routine administrative tasks such as move-in, census completion, supervising closings and openings, and compiling information for reports.
- Maintain weekly office hours to increase availability, approachability, and accessibility to RAs.
- Adjudicate selected student conduct hearings as assigned by his/her director.
- Act as a University representative to students, parents, neighbors, visitors, and alumni/ae when needed.

Responsibilities for Community Development

- Serve as a co-advisor to the Residence Hall Association in order to support their programming and advocacy efforts, as determined by his/her director.
- Partner with Faculty in Residence to provide consistent support of their programming and outreach to students and staff.
- Meet students in the hall/residential campus by attending events and participating in community activities.
- Make referrals when necessary to other agencies within the University (e.g. SAO, ERC, Student Health Services, and the student service centers in the various schools and colleges).

Graduate Resident Assistant for Training & Development

The Graduate Resident Assistant (GRA) for Training & Development serves as a primary coordinator of educational experiences for resident assistants and senior staff. The T&D GRA works closely with the Assistant Director to determine educational goals for the residential campus. The T&D GRA regularly coaches RAs on how best to facilitate high quality event participation endeavors. The T&D GRA also works with Residence Hall Directors, Area Directors, and GRAs within the residential campus to assist with their respective hall-staff training needs. Responsibilities are specified by the Assistant Director and include, but are not limited to, the following:

Time Commitment

This is a part-time position (20-25 hours a week) with a primary commitment to duties rather than hours; the actual time worked may vary from week to week. This position is expected to be the GRA's highest non-academic time commitment. In addition, all T&D GRAs oversee residents.

Responsibilities for Staff Supervision

- Collaborate with Assistant Director to facilitate staff training and development opportunities, including August training, RA Conferences, and weekly staff meetings.
- Cooperate with Senior Staff to assess staff training and development needs.
- Meet regularly with Assistant Director to develop, plan, and implement ongoing educational sessions for the residential campus.
- Rotate attendance to each hall's Wednesday Night Staff Meeting; assist and support fellow Senior Staff members in the facilitation of their hall/cluster-specific training sessions.
- Meet with individual RAs from across the residential campus on a consistent basis to identify and troubleshoot problems related to their event planning and community development initiatives.
- Monitor RAs' Event Assessment Forms, track RAs' event participation responsibilities, and follow-up with RAs according to determined deadlines.
- Attend regularly scheduled residential campus-wide Senior Staff meetings with fellow GRAs and directors, as determined by the Assistant Director.
- Act as a role model to RA staff by promoting service to students in support of the goals of Residence Life.
- Clarify residential policies and procedures for RAs and students.
- Assist with RA Selection and other departmental initiatives as determined by Assistant Director.

Responsibilities for Administration

- Serve on the area-wide Senior Staff On-Call rotation as scheduled for weeknights and weekends.
- Submit a monthly summary to Assistant Director, Residence Hall Directors, and Area Directors within the residential campus that outlines RAs' event participation as well as relevant training & development activities.
- Compile residential campus-wide community stats (including RAs' event participation, training & development efforts, and RHA programs) for submission to the Associate Director for Student & Staff Development by end-of-semester deadlines.
- Assist Assistant Director with routine administrative tasks such as move-in, census completion, vacancy reporting, supervising closings and openings, and compiling information for reports.
- Maintain weekly office hours to increase availability, approachability, and accessibility to RAs.
- Act as a University representative to students, parents, neighbors, visitors, and alumni/ae when needed.

Responsibilities for Community Development

- Serve as a co-advisor to the Residence Hall Association in order to support their programming and advocacy efforts, as determined by the Assistant Director.
- Partner with Faculty in Residence to provide consistent support of their programming and outreach to students and staff.
- Meet students in the hall/residential campus by attending events and participating in community activities.
- Make referrals when necessary to other agencies within the University (e.g. SAO, ERC, Student Health Services, and the student service centers in the various schools and colleges).

Section 3

Training, Conditions of Employment, and Compensation

3.1 Mandatory Training Sessions

The success of any RA and the strength of the RA program is dependent upon quality supervision and training. If you are selected as an RA, you must attend mandatory training and education sessions throughout the year. For your information, the following list includes the dates and times that are dedicated to mandatory RA education, training, and development. Keep in mind that additional session times may be scheduled as needed, and that all RAs are required to attend all training sessions as a condition of their employment.

- **2014/2015 RA Orientation Meetings:** Wednesday, April 2, 2014, 7:00 p.m. - 11:00 p.m.
- **GRA Training:** Begins Monday, August 11, 2014, at 9:00 a.m. and continues through the move-in and welcome back process, which concludes on Monday, September 1, 2014.
- **RA Training:** Begins Monday, August 18, 2014, at 9:00 a.m. and continues through the move-in and welcome back process, which concludes on Monday, September 1, 2014.

Please note that training dates are estimates and are subject to change should the University's official 2014-2015 academic calendar be changed.

Please also know that all RAs and GRAs are expected to attend regularly scheduled staff meetings and ongoing training exercises, which are held each Wednesday night of the academic year from 7:00 p.m. to 11:00 p.m. This is a non-negotiable expectation.

3.2 Conditions of Employment

An appointment as an RA is for one academic year, beginning with the August Training Sessions, and terminating, in most cases, within two days after University Commencement. RAs are required to live and eat meals (where applicable) in their assigned residence. An RA is expected to make the RA position his or her highest non-academic priority; good judgment should be exercised in order to avoid excessive involvement in activities that might significantly reduce the RA's availability to assist students. Additionally, RAs must be enrolled in a full-time academic program at Boston University for the entire academic year and maintain a 2.70 cumulative GPA. Lastly, RAs must uphold all Boston University regulations and remain in good academic, financial, and judicial standing with the University.

3.3 Compensation

All GRAs and RAs receive a private room or apartment, which includes pre-set furnishings issued by the University. GRAs and RAs in dormitory style rooms receive a dining plan. GRAs and RAs in apartment style rooms receive a room with a kitchen in lieu of a dining plan. Some RAs receive small stipends based on their number of residents and/or other responsibilities. GRAs also receive a small stipend.

Additionally, RAs receive on-campus telephone service, a SportsPass, and ResNet service. RAs do not receive free or discounted parking, nor do they receive free microfridge rentals.



Section 4

An Overview of the RA Selection Process

4.1 Eligibility Requirements

RA applicants are expected to meet the following eligibility requirements before submitting an application:

- RA applicant must have attended a mandatory RA Information Session (cf. www.bu.edu/reslife for a complete schedule of information sessions).
- RA applicant must have a cumulative GPA of 2.70 or higher.
- RA applicant must be in good judicial standing at the University in August 2014 when the term of the RA position begins.
- RA applicant must be a certified full-time student who plans to serve for both fall and spring semesters of the 2014-2015 academic year (with junior, senior, or graduate student status).
- **PhD candidates must attach a letter of support to their application from their academic department that provides their department's approval for them to hold down a 20-hour/week position in Residence Life.**
- RA applicant must be able to attend all training exercises. (Next academic year, GRA Training begins on Monday, August 11, 2014, and RA Training begins on Monday, August 18, 2014. Both GRA and RA Training run through opening exercises and formally end on September 1, 2014.)
- RA applicant must be able to attend regularly scheduled staff meetings and ongoing training exercises, which are held each Wednesday night of the academic year from 7:00 p.m. to 11:00 p.m.
- RA applicant must be able to assist with the opening and closing of residence halls when there is a vacation period. (Based on respective area staffing assignments, RAs may need to stay on campus beyond the date/time that halls close and return prior to the date/time that halls reopen.)
- RA applicant must be able to serve in the on-call system on a rotating basis with other members of the hall/residential campus staff; 5:00 p.m. to 9:00 a.m. on weekdays and 9:00 a.m. to 9:00 a.m. on weekends and holidays. (The number of on-call shifts depends on the size of the staff. Additionally, some of our staff are required to be on-call during the vacation periods to provide service for on-campus apartment residents).
- RA applicant must be able to commit to the 20-hour per week time commitment of the RA position, which is considered his/her first non-academic time commitment.
- RA applicant must, upon request, complete a U.S. Department of Justice Employment Eligibility Verification Form (I-9), a Criminal Offender Record Information (CORI) background check form, and a Sexual Offender Record Information (SORI) background check form.
- RA applicant should, where applicable, contact his/her respective Financial Assistance advisor to discuss how a possible resident assistantship would impact his/her need-based financial aid.
- RA applicant, who is an international student, must contact the International Students & Scholars Office to discuss his/her eligibility for a resident assistantship.



If an RA applicant meets all of the above eligibility requirements then he or she may submit an application during our 2014-2015 RA Selection process.



The application for resident assistantships consists of multiple parts. All portions of the application must be submitted prior to any applicant being considered for an RA position. Please type any accompanying paperwork; only legible application materials will be accepted. The RA application includes the following parts:

- **Eligibility Requirements.** Before submitting an application packet to Residence Life, an applicant must first determine if he or she is eligible for placement as an RA with a future Residence Life team. Page 1 of the RA application consists of an eligibility self-assessment form. If an applicant answers “no” to any of the questions on the eligibility form, then the applicant is ineligible to be an RA for 2014-2015. No exceptions can be made. If an applicant answers “yes” to every question, then the applicant may continue on to Page 2 of the application packet.
- **Student Leader Common Application.** Applicants must complete the Common Application for any student leader position within the Dean of Students Office. This includes any RA or GRA position with Residence Life. Completion of the Common Application will provide Residence Life with basic information about you and your current interests. It will also guide you through essential attachments that must accompany your application: cover letter, resume, transcript, and certification.
- **Submission of Supplemental Application Materials.** If an RA applicant is interested in being considered for a Specialty Community RA position or an GRA position, then he or she must attach a supplemental essay(s). Pages 3-4 of the application packet provide explicit details for the submission of these supplemental materials.
- **Letters of Recommendation.** Each applicant must submit two letters of recommendation with an application.
- **Application Checklist.** An instructional checklist is provided to applicants on Page 5 of the application packet to ensure that an application is completed correctly. The essential steps of the checklist must be followed before an application packet is submitted to Residence life for consideration.



In order to permit a maximum number of students to apply, the RA Selection process takes place in two rounds: Round I and Round II. Round I takes place during the early spring semester and is for applicants who are currently enrolled students at Boston University. Round II takes place in late May and is for graduate students and transfer students who have recently been admitted to a Boston University program for the fall of 2014. Information as it pertains to application rounds is as follows:



4.2 Application Round I

Application Round I takes place during spring 2014 for resident assistantships beginning in August 2014. (Students accepted to spring 2014 Study Abroad programs may receive consideration in the late fall of 2013; see details at the end of this section.) Only undergraduate and graduate students currently enrolled in programs located on the Charles River Campus and Medical Campus may apply during Application Round I. **Round I applications must be submitted to Residential Education, 19 Deerfield Street (2nd Floor), no later than 2:00 p.m. on Thursday, January 16, 2014.** Applicants are both permitted and encouraged to submit their applications prior to January 16th. Applicants submitting materials for Round I can expect the following portions of the selection process:

- **RA Information Session:** RA applicants must attend one of the RA Information Sessions. A complete schedule of information sessions can be found via the Residence Life website (www.bu.edu/reslife).
- **Application Review Phase:** RA applicants must submit, in person, their RA application (including all recommendations and corresponding materials) to Residential Education prior to Thursday, January 16 2014, at 2:00 p.m. All RA applications will be reviewed thoroughly by the staff selection team; however, only a limited number of applicants will be invited to participate in the RA Selection Class. (Consequently, the RA Selection process ends here for applicants who have not advanced to the RA Selection Class. Applications will be kept open for the remainder of the 2014/2015 academic year. Should an opening arise, and we feel that an applicant's qualifications match our needs, we will be in contact with the applicant to schedule an individual interview. Additionally, if an applicant is eligible and interested in applying for Round I of the 2015/2016 selection process, please keep in mind that information will be available via our Residence Life website (www.bu.edu/reslife) on November 1, 2014.)
- **RA Selection Class (selected applicants only):** The RA Selection Class serves as the final phase in the RA Selection process and is restricted to a limited number of applicants only. No applicant is guaranteed a seat in an RA Selection Class. Our RA Selection Classes meet over the course of two sessions during the weeks of January 27th and February 3rd, or during the weeks of February 10th and February 17th. The RA Selection Class serves as a venue to review pertinent RA leadership competencies, to assess applicants' interpersonal skills, and to afford more opportunities for interaction between Residence Life professional staff and RA applicants. Thus, it's a mutual exchange; applicants have the chance to learn just as much about us as we want to learn about them. Applicants will be given the opportunity





to work as a group to problem-solve their way through case studies, will complete a small amount of homework in between class sessions, and will meet with full-time professional staff members. All class participants will be notified of final decisions with other Round I applicants by March 15, 2014. Each RA Selection Class session will last approximately 1.5 to 2 hours, and must take place in person. (Telephone or Skype is not permitted.) The classes will be taught by one or more members of the Residence Life professional staff. Applicants are encouraged to review their applications prior to their class as they may be asked to elaborate on the information provided. Preparation for the class should also include a review of this document, “RA 101: A Short Introduction of Residence Life and the RA Selection Process at Boston University.” Specifically, applicants will discuss the section entitled “Areas of Accountability for Resident Assistants.” It may also be helpful to be familiar with the “Residential Policies” section of the Boston University Lifebook (www.bu.edu/lifebook).

- **Notification:** All Round I RA Selection Class participants will be notified of final decisions via email by March 15, 2014. Please note that only a limited number of applicants will be offered RA positions. All offers are singular in nature and applicants are not afforded the opportunity to request an alternative RA assignment. The staff selection team puts forth a great effort to assign successful applicants in appropriate locations that most closely match our personnel needs. (Consequently, the RA Selection process ends here for applicants who are not offered RA positions. Some applicants may be placed on our Waiting List, which means that their applications will be kept open for the remainder of the 2014/2015 academic year. Should an opening arise, and we feel that an applicant’s qualifications match our needs, we will go to our Waiting List and contact an applicant. Additionally, if an applicant is eligible and interested in applying for Round I of the 2015/2016 selection process, please keep in mind that information will be available via our Residence Life website (www.bu.edu/reslife) on November 1, 2014.)
- **2014/2015 Orientation Meeting:** Any applicants offered a resident assistantship as a result of participation in Application Round I must attend their respective 2014/2015 RA Orientation Meeting on Wednesday, April 2, 2014, from 7:00 p.m. to 11:00 p.m. in order to be eligible for employment in the fall of 2014. (This does not apply to students abroad.)





4.2.1 Information for Spring 2014 Study Abroad Participants

In order to receive full consideration for Round I, students who have been accepted into spring 2014 study abroad programs must submit their RA applications (including recommendations, corresponding materials, and verification of acceptance into a study abroad program) to Residential Education, 19 Deerfield Street (2nd Floor), **by Friday, November 15, 2013**. Upon submission of an application, applicants studying abroad will sign up to participate in an RA Selection Class that meets over the course of two sessions during the weeks of December 2, 2013, and December 9, 2013. The RA Selection Class serves as a venue to review pertinent RA leadership competencies, to assess applicants' interpersonal skills, and to afford more opportunities for interaction between Residence Life professional staff and RA applicants. All class participants will be notified of final decisions with other Round I applicants by March 15, 2014.

4.3 Application Round II

Application Round II takes place during late spring of 2013 for resident assistantships beginning in August 2014. Only newly-accepted graduate students or transfer students (who provide a copy of their letter of acceptance into a BU program) may apply during Application Round II. Round II applications must be submitted to Residential Education, 19 Deerfield Street (2nd Floor), no later than 2:00 p.m. on Friday, April 18, 2014. Applicants are both permitted and encouraged to submit their applications prior to April 18th. Applicants submitting materials for Round II can expect the following portions of the selection process:



- **Round II Application Review:** Round II RA applicants must submit their RA application (including all recommendations, corresponding materials, and letters of acceptance into a BU program) to Residential Education prior to Friday, April 18, 2014, at 2:00 p.m. All Round II RA applications will be reviewed thoroughly by the staff selection team; however, only a limited number of applicants will be invited to participate in Round II RA Selection Class Day. All applicants will be notified via email by May 2, 2014, of whether or not they will be invited to RA Selection Class Day. (Consequently, the RA Selection process ends here for Round II applicants who do not advance to the RA Selection Class Day. Applications will be kept open for the remainder of the 2014/2015 academic year. Should an opening arise, and we



feel that an applicant's qualifications match our needs, we will be in contact with the applicant to schedule an individual interview. Additionally, if a applicant is eligible and interested in applying for Round I of the 2015/2016 selection process, please keep in mind that information will be available via our Residence Life website (www.bu.edu/reslife) on November 1, 2014.)

- **Round II RA Selection Class Day (selected applicants only):** RA Selection Class Day takes place on Thursday, May 22, 2014, at Boston University and serves as the final phase in the Round II RA Selection process. RA Selection Class Day is restricted to a limited number of applicants only, and no applicant is guaranteed a class. Invited participants must be able to attend, in person, this mandatory class. Additional details about RA Selection Class Day will be provided to Round II applicants in their invitation.
- **Round II Notification:** All Round II RA Selection Class Day participants will be notified of final decisions via email by June 1, 2014. Please note that only a limited number of applicants will be offered RA positions. All offers are singular in nature and applicants are not afforded the opportunity to request an alternative RA assignment. The staff selection team puts forth great effort to assign successful applicants in appropriate locations that most closely match our personnel needs. (Consequently, the RA Selection process ends here for Round II applicants who are not offered RA positions. Some applicants may be placed on our Waiting List, which means that their applications will be kept open for the remainder of the 2014/2015 academic year. Should an opening arise, and we feel that an applicant's qualifications match our needs, we will go to our Waiting List and contact an applicant. Additionally, if a applicant is eligible and interested in applying for Round I of the 2015/2016 selection process, please keep in mind that information will be available via our Residence Life website (www.bu.edu/reslife) on November 1, 2014.)

Section 5

Frequently Asked Questions

Q: Is prior experience as an RA or similar positions considered for applicants?

A: Prior experience and background of an individual are always considered in the process. Prior experience as an RA, peer counselor, or other type of helping role is appropriate for a serious RA applicant at Boston University. Please be sure to mention these types of experiences in the cover letter/resume with your application.

Q: What is the general schedule of an RA's work week?

A: An RA is in a position as leader of a small hall or floor community. This also means that the RA is the manager of that community. Managing the community places the RA in a position in which he or she must always be ready to respond to situations and conditions within the residence area. While it is difficult to quantify the number of hours spent responding to student interests, issues, and concerns in residence, this could account for approximately 20 hours each week. In some cases, this response time may be less than that and at other times it could be considerably more. Responding to situations as they arise is a major component of the RA position.

Other portions of the RA week are more quantifiable. RAs are expected to be on-call for a particular residence hall or residential campus from 5:00 p.m. to 9:00 a.m. (the following morning) on weekdays, or from 9:00 a.m. to 9:00 a.m. (the following morning) on weekends. The time period described as part of the RA's duty rotation means that the RA is available from 5:00 p.m. to 9:00 a.m. Part of this duty schedule requires the RA to be available in a hall/residential campus office from 7:00 p.m. to midnight, in order to respond to situations as they arise. Other time commitments include regular evaluation meetings with designated Residence Life staff members.

Each Wednesday of the academic year from 7:00 p.m. to 11:00 p.m., is reserved for RA training and administrative meetings. Each RA is required to submit an RA Weekly Report of potential maintenance and occurrences, as well as maintaining weekly "residence hours" in which residents within the small hall or floor may reach the resident assistant.

Q: Can an RA take a leave of absence from the position?

A: No; RAs are expected to serve for the entire academic year from the date of hire. Residence Life cannot guarantee positions for an RA wishing to take a leave of absence from the position or University.

Q: Can an RA work in a part-time job?

A: Residence Life requires RAs to maintain their positions as their highest non-academic time commitment. A part-time position (other than the resident assistantship) could make it difficult to be effective academically





and as an RA. While Residence Life permits RAs to work part-time jobs, we do not encourage this practice for RAs. Any RA wishing to maintain a part-time job must receive permission from his or her Residence Hall Director or Area Director. Additionally, international students are advised to discuss the impact of the RA position with the staff at the International Students & Scholars Office (located at 888 Commonwealth Avenue).

Q: Can an RA have a roommate?

A: RAs are not permitted to have roommates. RAs receive single rooms or apartments and are expected to use this not only as a living space but also as a space for resolution of conflicts as they concern residents. The RA, therefore, must be afforded a degree of privacy that cannot be maintained in the presence of a roommate.

Q: What support systems are available for RAs in crises and incident situations?

A: Residence Life maintains communications and assistance networks with a variety of University departments and offices such as Student Health Services, University Police, Housing, Facilities Management & Planning, and school and college academic support services. These and other University offices and departments are continuously available as part of a student support network for the staff of Residence Life.

RAs have immediate "back-up" support from senior staff in Residence Life who are also on duty and trained to respond to an assortment of incidents and crises. Senior staff members are also knowledgeable of the methods in contacting support service and assistance from other University offices and departments at any time of the day. Additionally, RAs are given the appropriate training to be referral agents and to accurately respond to common incidents and crises.



Q: Are there facilities for married RAs?

A: Yes; married RAs are assigned to facilities that can accommodate their needs. Facilities for married RAs are extremely limited, and it is suggested that married applicants consult Residence Life as to the availability of these spaces.

Q: How are RAs assigned? Does an applicant have a choice of his or her living arrangement?

A: No; to maintain a living environment that is conducive to student learning and development is an exciting and challenging task. Naturally, the selection and placement of staff in residence is a crucial component of actualizing the goals set forth for the environment in Boston University residences. Staff diversity in each residential campus therefore becomes a critical factor in providing ideal living



and learning residences. Staffing decisions are based on factors such as school or college of attendance, gender, cultural background, learning styles, personal experiences, areas of expertise, and skills set. RAs and Residence Life staff are assigned to living areas based on the particular needs in residences. Each year, Residence Life reviews staffing assignments and patterns and makes appropriate adjustments and assignments for the following year. In short, we will not honor any requests for a specific placement as an RA.

Q: Will I only be offered *one* position as an RA?

A: Yes; the selection of RAs is done departmentally by Residence Life. This means that RAs are selected and assigned based on the needs of the Residence Life system. Offers for resident assistantships are made based on where staff has determined appropriate placement for the candidate within the system. Therefore, only one position and placement assignment will be made.

Q: Should I stick to the resume format included in this information packet?

A: The information in this packet is meant to be a guide for completion of materials you may eventually submit as your application package. The sample resume included in the enclosed information is only a suggested format. Applicants are free to submit materials that they feel accurately represent themselves and their interests.



Q: What is the maximum number of recommendations I may submit?

A: Each applicant is required to submit two, and only two, letters of recommendation. Recommendations can be from current or previous employers, members of the faculty, an advisor, or a current RA to cite a few examples. However, at least one of your letters of recommendation must be from a faculty or professional staff member at your current college or university. Letters of recommendation must be submitted at the time of your application. Two letters recommendations should also serve as the maximum since submission of additional recommendations will not influence the outcome of the selection process.

Q: Is it possible to receive an extension on the submission deadline date for applications?

A: No; no late application submissions will be accepted. Residence Life recognizes that allowing late submission of application materials is unfair to candidates who have submitted these materials on time. Applicants with difficulties gathering recommendations should contact Residential Education prior to the appropriate application deadline date.

Q: Is an applicant's financial assistance affected by accepting an RA position?

A: If you receive need-based financial assistance, federal regulations require that residence staff compensation be included as part of your financial assistance package. This compensation will first replace self-help, need-based loans and/or work-study awards. If you have any questions about the impact of a resident assistantship on your financial assistance package, you should contact Financial Assistance directly.

Financial Assistance for Resident Assistants

The Impact on Eligibility for Need-Based Financial Aid

Federal regulations and Boston University policy requires that all student resources, including compensation for services of any type, be taken into consideration when calculating a student's eligibility for need-based financial aid. As a result, a student's Resident Assistant compensation must be incorporated into a need-based financial aid package. **If a student's award includes federal or BU need-based aid, the combination of all need-based aid, merit awards and Resident Assistant compensation cannot exceed the student's calculated financial aid eligibility.**

A financial aid package may consist of three types of aid: scholarship/grant, loans and student employment. Loans must be repaid and student employment aid must be earned, but neither is the case with scholarship/grant aid. Need-based scholarship/grant aid includes but is not limited to Boston University scholarship/grant, Charles River Housing Grant, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), and State Scholarship/Grant.

When an adjustment to a need-based financial aid package is required as a result of including Resident Assistant compensation in the package, the loan and employment portion of the award is reduced first. Loan and employment aid is reduced before scholarship/grant. Federal Work-Study and need-based student loans (such as the Subsidized Federal Stafford Loan and the Federal Perkins Loan) are either reduced or cancelled before scholarships or grants are affected. Since the **Unsubsidized** Stafford Loan is not a need-based loan program, it can exceed a student's calculated financial eligibility. Scholarship/grant aid is reduced only if necessary to avoid aid in excess of calculated financial eligibility. Assistance from all sources (need, merit or credit-based) cannot exceed a student's total Cost of Attendance.

BU Residence Life notifies BU Financial Assistance of students selected as Resident Assistants; in some cases the notification is received after a financial aid award has already been made. ***If a student who is selected as a Resident Assistant receives a Financial Aid Award Notification, which does not include the Resident Assistant compensation, the student should immediately notify his/her Assistant Director at BU Financial Assistance.*** The Assistant Director will adjust the financial aid package to include the Resident Assistant compensation.

Examples of how typical financial aid award packages may be adjusted when Resident Assistant compensation is received are outlined on the next page. Figures for Parent and Student Contribution are determined by applying federally legislated formulas to financial information reported on the CSS/Financial Aid PROFILE, FAFSA, and tax documents. The standard **\$61,541** budget in effect for the 2013/2014 academic year is used for the initial award package calculations. Resident Assistants are assigned single rooms, and those charges are usually higher than average residence fees. The average additional cost is reflected in the \$65,091 budget used for the Resident Assistant calculation.

Please contact BU Financial Assistance should you have questions about your aid and Resident Assistantships by calling 617-353-2965 or e-mailing finaid@bu.edu.



Exhibit A illustrates a financial aid package for a student with **high financial eligibility**. The financial eligibility increases to \$62,091 after the budget is adjusted for the higher Resident Assistant room fees. The Resident Assistant compensation replaces the Federal Work-Study, the Federal Perkins Loan and the entire Subsidized Federal Stafford Loan. The student's BU scholarship/grant is reduced by \$3,274 to accommodate the Residence Assistant compensation within the \$62,091 Financial Eligibility. To ensure that the student's total aid does not exceed total Cost of Attendance. S/he is now eligible for only \$3,000 *Unsubsidized* Federal Stafford Loan. Now, the Total Package does not exceed the total Cost of Attendance.

<u>Initial Award Package</u>		<u>Adjusted for Resident Assistant</u>	
Cost of Attendance	*\$61,541	Cost of Attendance	**\$65,091
Parent Contribution	2,200	Parent Contribution	2,200
Student Contribution	<u>800</u>	Student Contribution	<u>800</u>
FINANCIAL ELIGIBILITY	\$58,541	FINANCIAL ELIGIBILITY	\$62,091
BU Scholarship/Grant	\$43,500	BU Scholarship/Grant	\$40,226
Federal Pell Grant	2,695	Federal Pell Grant	2,695
Federal SEO Grant	2,000	Federal SEO Grant	2,000
Federal Perkins Loan	500	Resident Assistant Compensation	<u>17,170</u>
Subsidized Stafford Loan	5,500	NEED-BASED PACKAGE	\$62,091
Federal Work-Study	<u>2,000</u>	Unsubsidized Stafford Loan	<u>3,000</u>
NEED-BASED PACKAGE	\$56,195	TOTAL PACKAGE	\$65,091
Unsubsidized Stafford Loan	<u>2,000</u>		
TOTAL PACKAGE	\$58,195		
*Avg. Room & Board Charges = \$13,620		**Avg. Room & Board Charges = \$17,170	

Exhibit B illustrates a financial aid package for a student with **moderate financial eligibility**. In this case, the student would no longer be eligible for Work-Study, the *Subsidized* Stafford Loan, or the Federal Perkins Loan. The student's BU scholarship/grant is reduced by \$1400 to accommodate the Residence Assistant compensation within the total need-based aid package of \$37,770. In addition, the student makes up for the loss of the *Subsidized* Stafford Loan by borrowing \$5,500 more in *Unsubsidized* Stafford Loan.

<u>Initial Award Package</u>		<u>Adjusted for Resident Assistant</u>	
Cost of Attendance	*\$61,541	Cost of Attendance	**\$65,091
Parent Contribution	25,600	Parent Contribution	25,600
Student Contribution	<u>1,700</u>	Student Contribution	<u>1,700</u>
FINANCIAL ELIGIBILITY	\$34,241	FINANCIAL ELIGIBILITY	\$37,791
BU Scholarship/Grant	\$22,000	BU Scholarship/Grant	\$20,600
Federal Perkins Loan	500	Resident Assistant Compensation	<u>17,170</u>
Subsidized Stafford Loan	5,500	NEED-BASED PACKAGE	\$37,770
Federal Work-Study	<u>2,000</u>	Unsubsidized Stafford Loan	<u>7,500</u>
NEED-BASED PACKAGE	\$30,000	TOTAL PACKAGE	\$45,270
Unsubsidized Stafford Loan	<u>2,000</u>		
TOTAL PACKAGE	\$32,000		
*Avg. Room & Board Charges = \$13,620		**Avg. Room & Board Charges = \$17,170	

Exhibit C illustrates a financial aid package for a student with **low financial eligibility**. In this example, the student is no longer eligible for his/her BU scholarship/grant, as Resident Assistant compensation alone exceeds this student's federally calculated eligibility for aid. This student borrows an *Unsubsidized* Stafford Loan up to the maximum (\$6,500/Sophomore; \$7,500/Junior & Senior) allowed.

<u>Initial Award Package</u>		<u>Adjusted for Resident Assistant</u>	
Cost of Attendance	*\$61,541	Cost of Attendance	*\$65,091
Parent Contribution	47,000	Parent Contribution	47,000
Student Contribution	<u>2,000</u>	Student Contribution	<u>2,000</u>
FINANCIAL ELIGIBILITY	\$12,541	FINANCIAL ELIGIBILITY	\$16,091
BU Scholarship/Grant	<u>\$10,000</u>	Resident Assistant Compensation	<u>17,170</u>
NEED-BASED PACKAGE	\$10,000	NEED-BASED PACKAGE	\$17,170
Unsubsidized Stafford Loan	<u>7,500</u>	Unsubsidized Stafford Loan	<u>7,500</u>
TOTAL PACKAGE	\$17,500	TOTAL PACKAGE	\$24,670
*Avg. Room & Board Charges = \$13,620		**Avg. Room & Board Charges = \$17,170	

Information for International Students Applying to Be RAs

International Students & Scholars Office ♦ 888 Commonwealth Ave, Second Floor
Telephone: 617-353-3565 ♦ isso@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617-358-1170

The International Student & Scholars Office (ISSO) recognizes the value and benefit of being selected as a Resident Assistant. We want Boston University international students (students in a non-immigrant status) to be able to take advantage of this unique opportunity. There are, however, important considerations and strict immigration-related rules that apply. The information below will help you understand these rules.

Federal regulations limit the number of hours international students in F and J non-immigrant visa classifications may work on campus. The information below is only a brief overview to help you to maintain lawful immigration status. Please consult with the ISSO regarding the effects of Resident Assistant appointments and on-campus employment eligibility. You will also find complete information about on-campus employment on the ISSO website at www.bu.edu/isso.

Important Considerations, Rules, and Procedures

Question	Answer
If I become an RA, can I have a second on-campus job?	No , because an RA position is equivalent to working 20 hours per week. On-campus employment may not exceed 20 hours per week during the Fall and Spring semesters.
I am a graduate student with a Fellowship/Assistantship; can I also be an RA?	No , because most Fellowship/Assistantships are considered on-campus employment and you cannot hold two positions if you are an RA.
Must I go to the ISSO after I am selected to be a Resident Assistant?	Yes , International Students <i>must</i> complete an I-9 Employment Eligibility Verification form at the ISSO.
If I am already authorized to work off-campus , can I also be an RA?	Yes . (Keep in mind that you must request prior employment authorization through the ISSO if you qualify for off-campus employment.)
Am I permitted to pursue work in addition to my RA position during the summer break, winter intercession, and spring recess?	Yes , because full-time (more than 20 hours per week) on-campus employment is permitted during “annual school breaks” which include summer vacation between semesters of study, and when classes are not in session during winter intercession and spring recess.

For more information please contact the ISSO at the address above
or come to the office to speak with an advisor:

ISSO Office Hours:

Monday, Tuesday, Thursday and Friday: 9:00 am – 5:00 pm

Wednesday: 12:00 pm – 5:00 pm