

**BU Residence Life  
PhD and Graduate Student  
Employment Authorization Form**

To Be Completed by Candidate:		
Candidate Name:		College:
Candidate U#:		Degree Program:
Candidate Phone:		Year of Completion:
Candidate BU Email:		Applying to be a GRA or RA:

Due to the expectation that they will devote full-time to their academic program and their research and the nature and requirements of their funding, Ph.D. and many other graduate students should generally not serve in the GRA or RA positions. If you will be enrolled in a Ph.D. or graduate program for the 2023/2024 academic year, before completing the G/RA application, you will need to consult with and gain approval from the associate dean of your school/college and academic advisor\* to ensure that taking on an RA or GRA position is consistent with your academic program of study. Residence Life asks that your academic advisor and associate dean complete the form below and that you submit the form with your application. Your application will not be reviewed or considered complete without this form; no applicant will be permitted to participate in the interview process without a signed form.

Forms may only be signed by the following deans:

<i>Bioinformatics</i> Director Tom Tullius	<i>Questrom</i> Barbara Bickart
<i>CAS (GRS)</i> Malika Jeffries-El	<i>Faculty of Computing &amp; Data Sciences</i> Azer Bestavros
<i>CFA</i> Ruthie Jean	<i>Sargent</i> Gael Orsmond
<i>COM</i> Anne Danehy	<i>STH</i> Bryan Stone
<i>ENG</i> Sol Eisenberg	<i>Wheelock</i> Linda Banks-Santilli
<i>GPN (Graduate Program in Neuroscience)</i> Director Shelley Russek	<i>SPH</i> Lisa Sullivan
<i>Dental (Goldman School)</i> Aldo Leone	<i>SSW</i> Dan Miller
<i>GMS</i> Jamie McKnight	<i>LAW</i> Anna di Robilant

For more information on Boston University's policy on student work hours, please visit this [website](#).

**To Be Completed by Academic Advisor and Associate Dean:**

The student above is requesting permission to hold a Graduate Resident Assistant (GRA) or Resident Assistant (RA) position with Residence Life. In providing detailed information about the position requirements, Residence Life requires confirmation that your academic department authorize this student's application to hold a G/RA position. Please check the boxes below to provide your authorization for each specific point.

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\* If you do not yet have an academic advisor, you should speak with your academic department and/or associate dean about finding a representative from your academic department to approve your candidacy.

**RESPONSIBILITIES:**

All G/RA positions are based upon a 20-hour average work week.

Below, please find the position requirements for the G/RA role. By checking each box, you are acknowledging that you understand the requirements and give permission to the candidate to apply for the GRA or RA role.

- ☐ Participate in all August training exercises - specifically August 21 to September 4, 2023 for RAs and August 14 to September 4, 2023 for GRAs.<sup>†</sup>
  - By checking this box, you acknowledge that this candidate will be available from 8AM – 10PM, each day, through the duration listed above.
- ☐ Attend weekly trainings and staff meetings each Wednesday evening from 7PM to 11PM.
  - By checking this box, you confirm that this candidate will not have required classes that conflict with this time period. If there are mandatory class commitments, the academic program will work to find an alternative outside the time listed above for both the fall 2023 and spring 2024 semesters.
- ☐ Serving in a crisis on-call rotation at least once every week from 5PM to 9AM the next day, and 24-hours on weekends and holidays.
- ☐ Arrive early and stay late for residence hall openings and closings to support resident students.
- ☐ Respond to resident student inquiries, concerns, or needs.
- ☐ Complete all required paperwork and other duties as required by the department or their supervisor.
- ☐ Fulfill approximately 20-hours per week completing tasks as a G/RA.
  - By checking this box, you confirm that the student's academic responsibilities will not interfere with Residence Life's 20-hour per week work commitment.

**FUNDING:**

G/RAs are provided with room and board if placed in a dormitory-style position or room (no board plan) if placed in an apartment-style position. With this information, we ask you to consider this student's request to hold a position as a GRA or as an RA within Residence Life.

- ☐ By checking this box, you confirm that the compensation received for the RA position will not negatively impact this candidate's funding through your academic department.

By signing off on this form, you are indicating that you have read this document, understand the general requirements of this role, and agree that the applicant's academic program allows / will allow them to participate in all requirements of this position for the 2023/2024 academic year.

I certify that I am aware of the general position responsibilities and time commitments of the G/RA role as outlined above. I further authorize \_\_\_\_\_ (candidate's name) to participate in the Residence Life role, should this student be offered a position.

Advisor Signature:		Associate Dean Signature:	
Advisor Name:		Associate Dean Name:	
Advisor Title/Position:		Associate Dean Email:	
Date:		Date:	

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<sup>†</sup> Please note that these training dates are subject to change based on the University's academic and move-in calendars.