

RA Selection Guide

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Boston University prohibits discrimination against any individual on the basis of race, color, natural or protective hairstyle, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, pregnancy or pregnancy-related condition, or because of marital, parental, or veteran status. Boston University Residence Life is committed to developing and maintaining living environments across campus that are welcoming to and respectful of all members of the community.

Eligibility Requirements for G/RA position

- Certified full-time student with sophomore, junior, senior, or graduate student status;
- GPA of 2.70 or higher;
- Good judicial, financial, and academic standing at the University in August 2023;
- Must serve for ***both fall and spring semesters*** of the 2023-2024 academic year.
- Attend all training exercises:
 - RA Orientation Meeting on **Wednesday, April 5, 2023, 7:00-11:00pm**. (*Exceptions for academic conflicts only.*)
 - GRA Training begins on **Monday, August 14, 2023** at 8:00am and continues through opening exercises and formally ends on Monday, September 4, 2023.
 - RA Training begins on **Monday, August 21, 2023** at 8:00am and continues through opening exercises and formally ends on Monday, September 4, 2023.
 - Winter Training & Opening all RAs and GRAs must return to campus on **Thursday, January 11, 2024** by 3:00pm to attend winter training and prepare for spring semester opening exercises.
Please note: All dates are subject to change should the University's academic calendar be changed.
- Attend staff meetings and ongoing training exercises held each Wednesday night of the academic year from 7:00-11:00pm. **This is a non-negotiable expectation. Candidates should check with their academic program to ensure that the requirements of their academic program allow them to serve in the G/RA role.**
- Assist with the opening and closing of residence halls when there is a vacation period
 - Based on respective neighborhood 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.
- Serve in the on-call system on a rotating basis with other members of hall/neighborhood staff
 - 5:00pm to 9:00am on weekdays and 9:00am to 9:00am 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.
- 20-hour per week time commitment, which is considered first non-academic time commitment.
 - **Graduate and doctoral candidates are required to submit the *Graduate and Doctoral Employment Authorization Form* with their application signed off by the designated associate dean in the school/college and their academic advisor, which provides approval for them to hold down a 20-hour/week position in Residence Life.**
- Upon request, complete:
 - U.S. Department of Justice Employment Eligibility Verification Form (I-9),
 - Criminal Offender Record Information (CORI) background check form.
- International applicants should contact the International Students & Scholars Office to discuss eligibility for a resident assistant position.
 - Where applicable, contact their respective Financial Assistance advisor to discuss how a possible resident assistantship would impact need-based financial aid.

Application Processes

Spring 2023 Process

If an applicant meets all the above eligibility requirements, they may submit an application by **Sunday, January 22, 2023 at 11:59pm**.

- Candidates who will be studying abroad during the spring 2023 semester should complete an application for this process. Interviews will be conducted via Zoom regardless of candidates' geographic location.

Late Spring 2023 Process

Applicants in the following categories should apply during this process:

- CGS students (who begin their Boston University career in January of 2023);
- Newly admitted graduate students;
- Eligible transfer students.

The application for the late spring process will be available **February 17, 2023**, and is due **Sunday, April 16, 2023, at 11:59pm**. CGS students are required to submit their BU transcript once spring 2023 grades are posted. Interviews will take place on **Saturday, April 29, 2023**.

Compensation

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

**G/RAs do not receive free or discounted parking, nor do they receive free MicroFridge rentals. G/RAs do not receive tuition remission.*

Conditions of Employment

- An appointment is for one academic year, beginning with the August Training Sessions, and terminating, in most cases, within two days after University Commencement.
- Required to live/sleep in assigned residence.
- Expected to make the G/RA position their highest non-academic priority.
 - Good judgment should be exercised in order to avoid excessive involvement in activities that might significantly reduce the G/RA's availability to assist students and complete administrative tasks.
- Must be enrolled in a full-time academic program at Boston University for the entire academic year and maintain a 2.70 cumulative GPA.
- Must uphold all Boston University regulations and remain in good academic, financial, and judicial standing with the University.

Residence Life Overview

Mission Statement

Residence Life promotes safety, inclusion, and civic engagement while developing students' abilities to relate to, and function in, an interconnected world.

Staffing Structure

Residence Life manages over 200 residences, which can house over 12,600 residents on campus. Our department is comprised of graduate resident assistants (GRAs), resident assistants (RAs), graduate housing assistants (GHAs) and full-time professional staff. Our professional staff includes the following positions:

Assistant Dean of Students & Director of Residence Life
Senior Associate Director of Residence Life
Associate Director for Administration & Associate Director for Student and Staff Development
Assistant Directors
Hall & Area Directors
Administrative Coordinators
Graduate Resident Assistants
Graduate Housing Assistants
Resident Assistants

**You may visit our website [Residence Life \(bu.edu/reslife\)](http://bu.edu/reslife) for more information.*

Positions

Resident Assistant (RA)

Student staff member who provides assistance and care for residents living within their respective community. RAs serve under the direction of a Graduate Resident Assistant and a Residence Hall or Area Director. Generally, RAs are responsible for performing various administrative tasks, implementing the BU Residential Experience, assisting students, working as a team member within Residence Life, and enforcing University policies. Specialty Community RAs also focus several of their efforts on developing their respective specialty communities.

Graduate Resident Assistant for Administration (GRA)

Full-time graduate students with a Bachelor's degree who serve in a supervisory capacity with Residence Life. These GRAs work with a full-time professional staff member to supervise Resident Assistants in their assigned area. May also serve in an RA capacity if they are assigned to residents.

Graduate Resident Assistant for Training & Development (T&D GRA)

Full-time graduate students with a Bachelor's degree who serve in a supervisory capacity with Residence Life. GRAs work closely with their respective Assistant Director to focus their efforts on the implementation of the BU Residential Experience, programming, and ongoing staff training within their respective neighborhoods. May also serve in an RA capacity if they are assigned to residents.

Graduate Housing Assistant (GHA)

Full-time graduate students with a Bachelor's degree who enrich the graduate and professional school experience by leading supportive spaces where residents feel welcomed, respected, connected, and ready to pursue their graduate and/or professional education goals at Boston University. GHAs develop meaningful relationships by getting to know their residents and helping them get to know each other, while providing quality service and being a residential resource. GHAs will develop community, assist students, facilitate the move-in and move-out operations, serve in an on-call rotation, and dedicate about 20 hours per week to the position.

Please note: the GHA position differs from the G/RA positions in many ways. For more information, please review the GHA selection guide on our website.

- What makes a GHA different from a G/RA? GHAs serve graduate students exclusively across 40 buildings that connect our graduate housing community. The day-to-day needs of graduate students are typically different than our undergraduate population. Graduate student residents may be new to BU, or continuing BU students with a

young family with them. You may oversee a community of students with wide-ranging priorities.

- The dates of the GHA Memorandum of Understanding (MOU) are different from RA and GRA MOU dates. For the 2023/2024 academic year, the GHA MOU will begin with training on Monday, July 24, 2023, and concludes on Tuesday, July 16, 2024. GHAs serve in the position for one calendar year.

Specialty RAs:

Applicants interested in serving as a Living-Learning & Specialty Community RA must qualify to live in that Specialty Community. For a list of communities and qualifications, please visit:

<http://www.bu.edu/housing/residences/specialty/list/>.

Graduate student applicants interested in serving as an RA in the following communities, may visit their respective websites for community details and qualifications:

- Fisk House- <https://www.bu.edu/buwc>
- H.E.R House- <http://www.her-house.org>

Applicants interested in serving as an RA in the Theology House, please note the description below regarding community details and qualifications:

- Registered graduate students in the School of Theology can apply to reside in the house through the School's Admissions office. The RA is required to sign a 10-month contract and must be a full-time graduate student. The Resident Assistant will work closely with the School of Theology to create a collaborative living and learning residential environment.

**Applicants applying to any specialized community, must include the required supplemental essay in their application.*

Responsibilities

Residence Life has developed five general responsibilities for the RA position. These areas of accountability should be viewed as guidelines for successful performance as a RA. Evaluation of a RA's performance throughout the academic year is based on the following areas of accountability. Responsibilities are further specified by their director and include, but are not limited to, the following:

Responsibilities for Developing a Healthy Community

- Complete requirements of BU's Residential Experience (BURE), which includes Tagalongs, Door-to-Doors, Sidewalk Chalks, and Town Halls.
- Assist with programming and community building efforts during the first six weeks of each semester.
- Regularly check in with residents to get to know them, connect them to each other, and establish relationships.
- Schedule and hold Community Conversations on a monthly basis.
- Learn residents' names, room assignments, and at least one other piece of information about them by the end of the first month of the academic year.
- 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 (Sidewalk Chalk).
- Work with and support local Neighborhood Council, Faculty-in-Residence (FIR), and Resident Sustainability Leaders (RSL).
- Specialty Community RAs: Relate at least one Tagalong to specialty theme, meet with Specialty Advisor monthly, and assist with specialty application process.

Responsibility for Assisting Students

- Answer questions about campus life.

- Be knowledgeable about campus resources, and aware of current domestic and global events, to be able to make appropriate referrals to students in residence.
- Assist residents to overcome obstacles such as personal fears, uncertainties, and adjustments, while considering varied personal experiences and communication styles.
- Facilitate residents' completion of the Community Living Guide.
- Aid residents in the mediation of roommate and community conflicts, while maintaining appropriate safety measures.
- Educate students on identity and salient differences such as race, ethnicity, politics, gender, religion, socioeconomics, age, sexual orientation, disabilities, etc., to foster healthy, and inclusive communities.
- Specialty Community RAs will also work with advisors to confirm criteria and expectations for their specialty community and inform residents that criteria will impact ability to return the following year.

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 mandatory weekly Wednesday night staff meetings from 7:00pm-11:00pm.
- Assist fellow staff/team members with job-related responsibilities and offer support when needed.
- Support departmental programs associated with, but not limited to, 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 with Specialty Advisor(s) on a monthly basis.

Responsibilities for Performing Administrative Tasks

- Follow established guidelines for all office tasks (e.g., on-call, key sign-outs, etc.).
- Pick up on-call phone and check-in with building/neighborhood office by 4:45pm on dates that you are on-call.
- Complete all weekly reports by Sundays at 11:59pm.
- Post flyers and notices regularly and keep bulletin board(s) up to date.
- Stop by hall/neighborhood office daily to check RA mailbox, monitor Teams for important updates, and check BU email regularly for correspondence from Residence Life and respective directors.
- Participate in assigned opening, closing, and move-in shifts as directed by supervisor(s).
- Complete RA weekly reports, incidents reports, event assessment forms, and other administrative tasks by all deadlines.

Responsibilities for Providing Control

- Conduct regular rounds and safety checks of neighborhood buildings.
- 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.
- Collaborate with University emergency partners including Boston University Police, SARP, Behavioral Medicine, and Emergency Facilities to support students in crisis.
- Document all incidents accurately and thoroughly and submit timely reports.

Application Inquiries

If you have any questions regarding a position or the application process, do not hesitate to contact Residence Life, 25 Buick Street, 617-353-4380, reslife@bu.edu.