

RA Selection Guide

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Boston University does not discriminate and prohibits discrimination and harassment on the basis of race, color, natural or protective hairstyle, religion, sex or gender, age, national origin, ethnicity, shared ancestry and ethnic characteristics, disability, sexual orientation, gender identity and/or expression, genetic information, pregnancy or pregnancy-related condition, because of marital, parental, military service, or veteran status, or any other legally protected status, in accordance with federal, state, and local laws, regulations, and ordinances.

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/H/RA position

- Certified full-time student with sophomore, junior, senior, or graduate student status by August 2025;
 - GPA of 2.70 or higher;
 - Good judicial, financial, and academic standing at the University;
 - Must serve for ***both fall and spring semesters*** of the 2025-2026 academic year.
 - Attend all in-person orientation and training exercises*:
 - RA Orientation Meeting on **Wednesday, April 8, 2026, 7:00-11:00pm** (*exceptions only for academic conflicts and candidates outside of Boston.*)
 - GHA Training begins on **Monday, July 20, 2026 at 9:00 am – Friday, July 31, 2026 at 11:59pm**
 - GRA Training begins on **Monday, August 10, 2026**, at 8:00am and continues through opening exercises and formally ends on **Monday, August 31, 2026**
 - RA Training begins on **Monday, August 17, 2026**, at 8:00am and continues through opening exercises and formally ends on **Monday, August 31, 2026**.
 - Winter Training & Opening all G/H/RAs must return to campus on **Wednesday, January 13, 2027** 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/H/RA role.**
 - Assist with the opening and closing of residence halls when there is a vacation period
 - Based on respective neighborhood staffing assignments, G/H/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 expected to be the highest non-academic time commitment.
 - Residence Life requires that G/H/RAs prioritize their G/H/RA position as their primary non-academic commitment. Those who accept employment as a G/H/RA will not be eligible to perform paid or stipend services in another on-campus role (such as working at FitRec). International students are also strongly advised to consult with the International Students & Scholars Office (located at 888 Commonwealth Avenue) to discuss any potential impacts of the G/H/RA role on their student status.
 - Graduate and doctoral candidates must submit the *Graduate and Doctoral Employment Authorization Form* with their application. This form must be signed by the designated Associate Dean of their school/college and their academic advisor, confirming approval to hold 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, applicants should contact their respective Financial Assistance advisor to discuss how a Resident Assistant position can impact need-based financial aid.

Application Processes

Spring 2026 Processes:

If an applicant meets all the above eligibility requirements, they may submit an application by **Wednesday, January 7, 2026, at 12:00 PM (noon)**.

- Interviews will be conducted remotely via Zoom, regardless of a candidate's geographic location. This includes candidates who are studying abroad. All times and dates communicated to candidates will be for the local time in Boston, Massachusetts.

Additionally, there is a second round of applications later in the spring. The application for the late spring process will be available by **Thursday, February 4, 2026**, and is due **Tuesday, April 6, 2026, at 12:00 PM (noon)**. Interviews will take place in late April 2026.

The late spring process is open to students in the following categories:

- CGS students (who begin their Boston University career in January of 2026);
- Newly admitted graduate students;
- Eligible transfer students.

Conditions of Employment

- An appointment is for one academic year, beginning with the August Training Sessions, and terminating, in most cases, within one day after University Commencement.
- Required to live and sleep in assigned residence.
- Expected to make the G/H/RA position their highest non-academic priority.
 - a) Good judgment should be exercised to avoid excessive involvement in activities that may significantly reduce the G/H/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.
 - a) To be in good academic standing and eligible to serve as a G/H/RA, a G/H/RA may not be placed on Academic Probation for any reason during their employment.
 - b) To be in good judicial standing and eligible to serve as a G/H/RA, a G/H/RA may not be placed on a judicial sanction that is equal to or greater than Residence or University Probation during their employment.
 - c) To be in good financial standing and eligible to serve as a G/H/RA, a G/H/RA must have satisfied the financial obligations owed to their student account by the standard dates communicated through 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:

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 \(bu.edu/reslife\)](https://bu.edu/reslife) for more information.*

Positions

Resident Assistant (RA)

Student staff member who assists and cares 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, assisting with move-in and move-out processes, 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. A GRA 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 2026/2027 academic year, the GHA MOU will begin with training on Monday, July 20, 2026, and conclude with move-out on Friday, July 31, 2026. GHAs serve in the position for one calendar year.

Living-Learning and Specialty Communities RAs:

Applicants interested in serving as a Living-Learning & Specialty Community G/H/RA must qualify to live in that Specialty Community. For a list of communities and qualifications, please visit: <https://www.bu.edu/housing/residence/living-learning-specialty-communities/>.

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/womensguild/scholarships-awards/fisk-house/>
- 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 interested in living learning or specialty communities must include that information in their cover letter as outlined in the application.*

Responsibilities

Residence Life has developed five general responsibilities for the G/H/RA position. These areas of accountability should be viewed as guidelines for successful performance as a G/H/RA. Evaluation of a G/H/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 G/H/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, G/H/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 G/H/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 weekly reports, incidents reports, event assessment forms, and other administrative tasks by all deadlines.

Responsibilities for Policy Enforcement

- Conduct regular rounds and safety checks of neighborhood buildings.
- While serving on-call, respond professionally and appropriately to incidents, crises, and emergencies.
- Educate the 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.

Compensation

- Room fee waiver for a private room or apartment, which includes pre-set furnishings issued by the University.
- G/H/RAs receive a dining plan that provides at least 3 meals per day.
- G/H/RAs stipend equal to \$1700/semester.
- SportsPass and ResNet service.

All compensation is contingent on the successful completion of the G/RA job requirements (see above). In the event that an individual is unable to continue in the role for any reason, compensation will no longer be provided.

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

Application Inquiries

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