GHA Selection 101

An Introduction to Residence Life and GHA Selection at Boston University

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Welcome

Welcome to Residence Life and thank you for your interest in applying to our **2026/2027** graduate housing assistant selection process!

The graduate housing assistant (GHA) position is a new graduate-level leadership position. Graduate students need and deserve a unique type of support from their Residence Life team. As a GHA, you will enrich their graduate and professional school experience by leading supportive spaces where your community members feel welcomed, respected, connected, and ready to pursue their graduate and/or professional education goals at BU. During GHA training (**July 20th - 31st, 2026**), you will learn the ins and outs of the position, including (but not limited to) the administrative components, on-call protocol, and the soft skills necessary to support your graduate communities.

This is a unique opportunity to collaborate with a select group of your peers and Residence Life professional team members to design an all-together different space for our graduate resident communities. Outside the classrooms, labs, and internships/externships, the inclusive space – led by you – will allow them to integrate their learning without evaluative measures, bolster their professional identities, and build connections that stretch across interdisciplinary lines.

This document provides you with a short introduction to the GHA position. In the pages that follow you will read an overview of the department at Boston University that employs and coordinates the GHA program: Residence Life. You will see a position description, responsibilities, and the compensation package for the GHA job opportunities. You will learn about this year's application process including information about eligibility requirements. Again, thank you for your interest in our program! We wish you the absolute best. If there is anything that we can do to assist you as you consider this opportunity, please feel free to contact us at Residence Life, 25 Buick Street, 617-353-3540, resed@bu.edu.

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Section 1

Responsibilities and Position Description

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 a GHA, one is expected to work in accordance with these ideals of excellence.

As a graduate student, a GHA retains their rights under the laws of society and under the University's Code of Student Responsibilities. Nothing in this discussion of the GHA position description on staff ethics and personal responsibilities infringes upon the GHA's rights as a student. However, a GHA 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 a GHA remain in good judicial standing at the University.

2.1 Areas of Accountability

Residence Life has developed five general responsibilities for the GHA position. These areas of accountability should be viewed as guidelines for successful performance as a GHA. Evaluation of a GHA'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 GHA'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, a GHA 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. House rules have been established to ensure that students' pursuit of their academic and personal growth is uninhibited.

Working as a Team Member

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

Performing Administrative Tasks

Many University offices rely upon GHAs to collect and submit pertinent data to successfully provide service and support to students. GHAs' 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 Description

The **GHA** position is the newest student leader position within Residence Life. If selected, you will lead a community of graduate residents (approximately 100) living in our collection of 39 graduate residence buildings:

- 90 St. Mary's Street
- 850 Beacon Street
- 56 Bay State Road
- 58 Bay State Road
- 60 Bay State Road
- 62 Bay State Road
- 74 Bay State Road
- 76 Bay State Road
- 78 Bay State Road
- 80 Bay State Road
- 82 Bay State Road
- 84 Bay State Road
- 86 Bay State Road
- 88 Bay State Road
- 580 Comm Ave
- 710 Comm Ave
- 714 Comm Ave
- 908 Beacon Street
- 906 Beacon Street
- 867 Beacon Street
- 862 Beacon Street
- 860 Beacon Street
- 856 Beacon Street
- 853 Beacon Street
- 852 Beacon Street
- 845 Beacon Street
- 832 Beacon Street
- 822 Beacon Street
- 7 Euston Street
- 457 Park Drive
- 455 Park Drive
- 43 St. Mary's Street
- 41 St. Mary's Street
- 39 St. Mary's Street
- 27 Aberdeen Street
- 25 Aberdeen Street
- 14 Buswell Street
- 183 Bay State Road
- 193 Bay State Road.

Graduate Housing Assistant (GHA)

The Graduate Housing Assistant (GHA) is a graduate student staff member who enriches their graduate and professional school experience by leading supportive spaces where their residents feel welcomed, respected, connected, and ready to pursue their graduate and/or professional education goals at BU. Through collaboration with their graduate communities, GHAs will lead inclusive spaces that allows them to integrate their learning without evaluative measures, bolster their professional identities, and build connections that stretch across interdisciplinary lines.

GHAs serve under the direction of the Graduate Housing Area Director. Responsibilities include various administrative tasks, implementing and carrying out on-call protocol, learning and performing the soft skills necessary to connect with their graduate communities, and leading safe, inclusive spaces for community members to bond with each other and expand their professional development identities.

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 GHA's highest nonacademic time commitment.

Responsibilities for Developing a Healthy Community

- Learn and hone soft skills necessary to connect with your graduate communities, including but not limited to active and generative listening, simple reflections, open- and closed-ended questions, summaries, acknowledgments, integrative learning questions, and experiential learning cycle.

- Use the following tenets to create and lead spaces where community members feel safe to show up with everything most salient to them:

    - ***Get to know your residents***
        - Specifically, their needs and wants to aid them in experiencing the best version of their time as graduate students living in graduate housing.

    - ***Create and lead spaces where residents get to know each other***
        - Understand your social and personal identities (how you show up to spaces).

    - ***Assess your community***
        - Through visible engagement, including garnering and receiving feedback via in-person conversations, questionnaires, surveys, etc.

    - ***Program for your community***
        - Combining the information discovered through your assessment period and using known resources, provide and/or join community members in viewing a scheduled area of interest in the form of a presentation, game, movie, etc.

    - ***Self-Authorship***
        - Community members actively participate and help lead in achieving the tenets.

- Communicate with residents regularly.

- Maintain a schedule that ensures visibility, accessibilities, and availability to community members on a consistent basis.

- Post all flyers and keep bulletin boards updated, attractive, and informative.

Responsibility for Assisting Students

- Be knowledgeable about campus resources and able to make appropriate referrals.

- Assist community members to overcome obstacles such as personal fears, uncertainties, and adjustments.

- Aid community members in the mediation of community conflicts.

- Educate and inform community members to be tolerant of student differences such as race, ethnicity, politics, gender, religion, socioeconomics, age, sexual orientation, disabilities, and etcetera.

Responsibilities for Working as a Team Member

- Attend and participate in all GHA staff training, education, and information sessions such as July training, winter training, GHA conferences, and weekly Wednesday night staff meetings from 7:00 p.m.- 11:00pm. Support departmental programs associated with GHA recruitment and selection processes, and Admission 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.

Responsibilities for Performing Administrative Tasks

- Follow established guidelines for all office tasks (e.g., on-call, key sign-outs, etc).

- Monitor GHA Teams site and keep BU email in working order.

- Participate in assigned opening, closing, and move-in shifts as directed by supervisor(s).

- Complete GHA weekly reports, incidents reports, event assessment forms, and other administrative tasks by all deadlines.

Responsibilities for Providing Control

- While serving on-call for graduate housing, respond professionally and appropriately to incidents, crises, and emergencies.

- Educate community members on the house rules for safe and secure campus living.

- Document all incidents accurately and thoroughly and submit timely report.

- Serve as a Campus Security Authority (CSA).

Section 2

Training, Conditions of Employment, and Compensation

3.1 Mandatory Training Sessions

The success of any GHA and the strength of the GHA program is dependent upon quality supervision and training. If you are selected as a GHA, 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 GHA 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.

- **GHA Training:** Begins on Monday, July 20th, 2026, at 9:00 a.m. and continues through Friday, July 31st, 2026.

- *Please note that training dates are estimates and are subject to change should the University's official 2026- 2027 academic calendar be changed.*

Please also know that all GHAs 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 a GHA is for one calendar year, beginning with July training, and terminating, in most cases, at the conclusion of the Graduate Housing License Agreement. For the 2026-2027 academic year, the GHA Memorandum of Understanding (MOU) will take effect on Monday, July 20, 2026, at 9:00 a.m. and will end on Friday, July 16, 2026, at 11:59 p.m. GHAs must be available for the entirety of the period listed in the MOU.

GHAs are required to live in their assigned residence. A GHA is expected to make the GHA position their highest non-academic priority; good judgment should be exercised to avoid excessive involvement in activities that might significantly reduce the GHA's availability to assist students. Additionally, GHAs must be enrolled in a full-time graduate academic program at Boston University for the entire academic year and maintain a 3.0 cumulative GPA. Lastly, GHAs must uphold all Boston University regulations and remain in good academic, financial, and judicial standing with the University.

3.3 Compensation

All GHAs receive a room fee waiver equal to the 2026-2027 cost of the room to which you are assigned.

A dining plan for the 2026-2027 academic year, as well as a summer semester dining plan – both valued at a rate yet to be determined.

A stipend equaling $1,700 semester. Summer terms will be split between summer 2026 and summer 2027 at a rate of $850 each term.

Additionally, GHAs get ResNet service. GHAs do not receive free or discounted parking, nor do they receive free microfridge rentals. GHAs do not receive tuition remission.

GHAs who are not continuing in their GHA roles for the 2026/2027 year will be expected to vacate their GHA assignments on Thursday, July 16, 2026.