

California Institute of Technology
RESIDENT ASSOCIATE ASSIGNMENT DESCRIPTION
2013-2014

Title: Resident Associate

Reports to: The Resident Associate (RA) reports to either the Associate Dean of Undergraduate Students, or the Associate Dean for Graduate Studies, depending on the assignment. The RA also performs Housing Office duties as required.

Eligibility: An applicant must be currently affiliated with Caltech as a graduate student in good standing, and be making satisfactory academic progress, as determined by the Dean of Graduate Studies

An applicant who is romantically involved with an undergraduate student-whether or not the student resides in the House/Area-will not be considered for a Resident Associate assignment.

General Description:

Resident Associates (RAs) facilitate community within the student residences – both undergraduate and graduate – and are responsible for ensuring that students on our campus are able to live and study in a comfortable and hospitable environment.

RAs identify and respond to both student and community concerns and issues. They conduct programming, enforce Institute policies, provide support to individual students, and address housing needs. They serve as key players in the Caltech Safety Net and liaisons to Caltech offices, including: the Undergraduate and Graduate Deans Offices; the Counseling Center; the Health Center; the Security Office; the Center for Diversity; the Safety Office; the Housing Office; the Student Activities and Programs Office; and other Caltech departments.

The RA assignment begins August 30th, 2013 and ends on August 15th, 2014. Reappointment for the second year is within the sole discretion of Caltech, and is contingent on factors which include performance evaluations; Institute and Department plans for staffing and housing; the RA's personal and academic plans; and satisfactory academic progress, which will be determined by the Graduate Dean.

Commitment: The RA role is time consuming and important. The Resident Associate assignment should take priority over other commitments, with the exception of those that relate to the RA's academic responsibilities at Caltech.

Compensation:

- An apartment in the area of responsibility (utilities included). RAs are required to live in an apartment provided to them by Caltech in their House/Area during the term of the assignment. Furnishings supplied for the apartment include a bed, dresser, nightstand, couch, kitchen table with chairs and a coffee table.
- Assigned parking (one space/assignment).
- A board plan during such times as meals are served in the Undergraduate student Houses. This comes with the expectation that on-campus RAs will eat with their students--who are on the mandatory board plan--a majority of the time. Graduate Student RAs and off-campus RAs are provided funding for meals in the form of a declining balance account with Caltech Dining Services.

Other Benefits:

- Housekeeping service will be provided upon request once per term.
- Cell phone service reimbursement up to \$50 per month.
- Monthly fellowship.

Specific areas of responsibility:

Safety Net and Crisis Support:

- Respond to emergency situations and follow the communication guidelines on the emergency contact list.
- Inform the relevant Residential Life Coordinator and the relevant Deans of potentially serious community or individual problems.
- Be available and receptive to students with personal and academic counseling needs, and be able to recognize situations requiring consultation with, or referrals to: the Undergraduate and Graduate Deans' Offices, the Housing Office, the Counseling, Health, and Diversity Centers, Master of Student Houses, or other Student Affairs Support Offices as needed.

Advising and Student Support:

- Interact routinely with students
- Help students develop peer relationships
- Promote an inclusive environment for all
- Help students learn about and respect differences
- Review the Midterm Reports with students as necessary

- Conduct conflict resolution meetings with students
- Meet with the Upper Class Counselors/Catalina Community Associates on at least a bi-weekly basis
- Facilitate the attendance of UCCs/CCAs at training programs

Administrative:

- In 2013: Attend a mandatory off-campus training session from June 19th-21st; two-hour long training lunches (12-2pm) on Tuesdays during the months of August and September; and a 12-6pm training session on September 17th.
- Attend new student orientation from September 22nd-29th, 2013.
- Attend regular staff meetings throughout the year, and hold three (3) weekly office hours.
- Attend House, Apt or Area meetings with the Residential Life Coordinator on a bi-weekly basis.
- RAs must inform the Assistant Director of Residential Life Programs and the relevant Residential Life Coordinator if they will be off-campus for more than a day or overnight (this includes vacation plans during winter and spring breaks). RAs must also make arrangements with another RA to be on call for their House/Area and inform the Assistant Director of Residential Life Programs, the relevant Residential Life Coordinator, and area residents of this coverage.
- Perform Housing/Apt or Area-related functions including, but not limited to: assisting with check-in and check-out for new and returning students on September 22nd, 2013 and June 14th-15th, 2014, as well as SURF check in on June 18, 2014; aiding in facility damage assessments on a periodic basis; and helping to maintain a safe, clean, and comfortable living environment in the student Houses.
- Facilitate adherence to academic policies, and work with the Deans' Offices to assist students with serious academic problems.
- Adhere to, and enforce Institute policies, as well as federal and state law.
- Attend functions at, or sponsored by, your House/Area when necessary and appropriate. For undergraduate RAs, attendance at registered House events, and participation in the event planning process, is mandatory.
- Actively participate in fire drills, earthquake preparedness, and crisis management alerts, as well as training in these areas.
- Respond to emails and other communication in a timely manner.
- For undergraduate RAs, attend all Rotation and initiation events in your House (September 24th-October 5th, 2013), as well as room assignment meetings.

- Provide support and guidance to student leaders (ExComm, Social Team, UCCs/CCAs and Health Advocates).
- Assess the need for social, educational and cultural programming.
- Organize programs each term that concentrate on student and community issues/challenges.
- Encourage educational and cultural activities through advising of student leaders and RA sponsored events.
- Work with the House membership and the MOSH to involve House Associates, faculty and staff in House/Area activities.