

California Institute of Technology
Role Description - Resident Associate - 2024-2025

Title:

Resident Associate (RA)

Reports to:

Residential Life Coordinator (RLC) associated with their assigned area, under the direction of the Office of Student Experience (OSE).

General Information:

The Residential Experience has distinctive features that set Caltech apart from other universities. These include social activities and residential structures that are specific to each area. The RA role facilitates the social, academic, and personal adjustment of students to the institution and the unique environment in which they live. Strong interpersonal communication skills and the ability to foster and recognize complex social dynamics are hallmarks of a successful RA.

Given the diversity of residential experiences and the distinctive “personalities” of the various residences, it is important that RAs understand and match this breadth and diversity. These concepts will also factor critically in both RA selection and decisions. Such decisions will be made at the discretion of the OSE.

Eligibility:

Applicants must be currently affiliated with Caltech as a graduate student in good standing, and be making satisfactory academic progress, as determined by both the student’s advisor and the Office of Graduate Studies. Before assuming the role in July 2024, applicants must have finished a full year of academic work at Caltech. The RA role should take priority over other commitments apart from those that relate to the RA’s academic responsibilities at Caltech. RAs must be enrolled for the entirety of the assignment. Graduate students in their final phase of their degrees should consider the commitment carefully.

Post-docs and staff at Caltech are not eligible to apply.

Overview:

The RA’s main objective is to allow students to contribute to the campus’ residential community and serve as a resource, community builder, advisor, role model and peer educator. RAs are a key part of fulfilling the mission of Caltech and the division of Student Affairs and OSE.

The RAs role is to honor and support an inclusive community and build a positive, safe, and respectful environment for students to learn and grow. RAs will be evaluated on their contributions to the program and their engagement as positive and supportive members of the OSE team.

This educational role is a one-year assignment from July 2024 to June 2025. Reappointments are not guaranteed but will be at the discretion of the Office of Student Experience, who will take into consideration performance reviews, plans for staffing and housing, academic factors, and approval from the Graduate Dean's Office.

Role Responsibilities:

- Provide regular engagement and oversight of students in residence
- Offer educational programs each term
- Be available and accessible by way of open/office hours for students each week
- Eat meals with students, as appropriate to the assignment
- Communicate regularly with residents and administrators
- Coordinate student needs with administrative offices
- Enforce Institute policies through residential oversight and campus walks
- Serve as a mandated reporter for student wellness, interpersonal, and safety concerns
- Attend the summer RA training conference and engage in on-going education about the role
- Attend individual and area meetings each week
- Assist with Institute events/programs; including annual orientation and housing events
- Provide coverage during at least one holiday break period (Thanksgiving & Winter Break)
- Complete appropriate trainings for the position and respond to campus emergencies
- Report housing needs and do damage assessments on a periodic basis
- Serving as a resources during evenings and weekends
- Conducting community walks over the weekends on a rotating basis,
- Complete other duties as assigned

Non-Educational Benefits:

To assist RAs in the performance of their responsibilities, and to otherwise promote the educational opportunities engendered by the experience, RAs shall be eligible for the following:

- Room: This includes an on-campus apartment (including utilities). RAs are required to live in the apartment during the term of their assignment as a full-time resident. Furnishings are supplied by Caltech and must stay in the apartment. Storage and institute cleaning is not provided. RAs may be required to move out of the apartment to accommodate changing needs in the community and/or renovations or improvements, in which case a new location will be provided.
- Board: Meals on-campus and in the student residences are provided.
- One parking permit and a designated parking space.
- New RAs receive \$475 per month to cover incidentals and other expenses, including food. \$50 is included in this monthly fellowship for cell phone use. All RA's must have cell phones.