



### **Resident Assistant Qualifications and Description**

A successful candidate for a Resident Assistant (RA) position at the University of Massachusetts Boston (UMass Boston) will be open minded and enjoy working with diverse groups of people. Candidates will be organized, responsible, and able to make good, ethical decisions. Candidates must demonstrate leadership, interpersonal skills, and a commitment to diversity. We welcome all students with various backgrounds, experiences, and talents to apply!

#### **Eligibility Requirements:**

- A minimum cumulative and semester grade point average (GPA) of 2.50 is required at the time of application or after the first semester for current first year students.
  - Grades will be checked at the end of the Fall semester and again at the end of the Spring semester to make sure that the standard academic minimum requirements are met. Failure to meet the minimum GPA requirement will result in removal from the selection process.
- Candidates must be in good disciplinary standing with the Office of Residential Life and the Office of the Dean of Students. Disciplinary records will be reviewed for each applicant.
  - Candidates must not currently be serving a sanction of university probation or higher.
- Candidates must be enrolled as a full-time undergraduate UMass Boston student for the academic year in which you are applying for in order to be a Resident Assistant.

#### **Basic Function:**

Resident Assistants are full-time students who live in the residence halls and are responsible for a community of residents. They provide support, act as a resource for students, coordinate social and educational programs, and work together as one cohesive staff to enforce University policy within the halls.

#### **General Position Responsibilities:**

- Know, support, and advise the residents living in your community
- Act as a resource for residents and make referrals to appropriate campus services
- Plan, implement, and evaluate programs for the community or building
- Attend weekly staff meetings and staff development activities
- Attend weekly or biweekly one-on-one meetings with Community Director
- Conduct building rounds to determine any safety and conduct violations
  - Any assigned duty shift begins at 5PM (ends at 8:30AM when the office is open or 5PM during weekends or holidays)
- Report any damage to the building or building facilities
- Enforce University policy within our residential communities (on and off duty)
- Assist with semester opening/closing and additional duty as needed
- Support the Office of Housing & Residential Life in its mission to create inclusive and supportive educational living and learning environments
- Encourage conversations with residents about personal issues, academics, social concerns, and future plans

**Training:**

RA Summer Training will take place mid-late August 2024 (there will likely be some online components prior to arriving on campus in person). And RA Spring Training typically takes place the week before classes begin in the Spring 2025 semester.

During RA Training you will participate in up to 20+ presentations from various offices and on multiple topics related to the position. Couple this with various online training material, we hope you will come away with an understanding of your specific role and responsibilities, how the RA position fits into the greater UMass Boston Community and mission and engage with residents on an interpersonal level around topics such as academics, equity and diversity, wellness, and more.

**Benefits:**

- Room and board are compensated
- Plan fun and exciting events on campus and in the Boston area
- Meet new and exciting residents on your floor and in your community
- Transferable skills, such as:
  - Learn to work with a team to develop a sense of community
  - Learn de-escalation and confrontation techniques
  - Develop and strengthen leadership and decision-making skills
  - Work with a group of diverse peers and administrators
  - Learn effective and appropriate communication skills
  - Learn administrative and time management skills

### **RA Application Process Overview:**

The [application](#) will open on **Monday, October 7, 2024**, and will close on **Friday, December 6, 2024, at 5:00pm**. Late applications will not be accepted, please be mindful of the application dates.

The priority deadline will be on **Monday, November 18, 2024**. Candidates are encouraged to apply by the priority deadline.

### **Interview & Selection Timeline for 2025-26 Applicants** *(These dates are subject to change)*

#### **STEP ONE: Apply Online (deadline: Friday, December 6, 2024, at 5PM)**

- This is the official application to apply for the RA position. Failure to complete this form on time will make you ineligible to continue in the process.

#### **STEP TWO: Online One-Way Interview (deadline: Monday, December 9, 2024, at 5PM)**

- Once you have completed the online application, you will receive a link upon submission of the application to complete the one-way online interview through the Willo software (no download needed)

#### **STEP THREE: Individual Interview (Invitation Only) - February 2025**

- The final stage of the RA selection process is an individual interview with Housing and Residential Life staff member(s).
- Interviews will last approximately 30 minutes. You will be asked a set of questions and will have an opportunity to ask questions at the end.
- Attendance at this interview is mandatory.
- Casual attire is acceptable for the interviews.

#### **Job Status Notification**

- Offers will be made at the beginning of March via email.
- There are three possible options at this stage:
  - (1) an offer to become a Resident Assistant;
  - (2) an alternate position for the RA position; or
  - (3) no offer at this time.
- All letters, regardless of decision, will be available at the same time.
- If you would like to discuss your application and/or interview after the process is complete, you may contact Annamaria Cavaleri, Community Director & Chairperson at [annamaria.cavaleri@umb.edu](mailto:annamaria.cavaleri@umb.edu) to set up an appointment.