



Resident
Life

Resident Advisor Application



Become a leader. Build a global community among residents.



MINIMUM POSITION REQUIREMENTS

Applicants must be enrolled in an academic institution. Graduate students with leadership experience are strongly preferred.

BASIC POSITION REQUIREMENTS

Resident Advisor positions offer frequent and meaningful interaction with a diverse student population in a variety of settings. Reporting to the Associate Director of Resident Life, each advisor oversees a residential living area of 42 students. Resident Advisors will participate in the on-call rotation, respond to crisis situations, attend monthly staff meetings, enforce International House policies and community standards, facilitate community building and assist with programs.

COMPENSATION PACKAGE

Each Resident Advisor will receive a “majority cost of room coverage” compensation package based on the long-term room rate for a single room with shared bath and kitchen.

SELECTION TIMELINE

The selection process for Resident Advisor positions begins in April 2017. Applications must be completed and delivered to Deborah Houda. Individual and group interviews will take place during the months of May, June and July. Resident Advisor contracts begin on August 1st, 2017, and runs through June 1st, 2018. Each Advisor must be available for the entire Fall training session from Thursday, August 17th, through Sunday, August 20th. Those who cannot complete the entire training are not eligible to apply.

Applications are available online at www.ihousephilly.org/student-housing/resident-life. Resume, materials and inquiries should be directed to:

Deborah Houda

Associate Director of Resident Life

deborah@ihphilly.org



RESIDENT ADVISOR JOB DESCRIPTION

RESIDENT ADVISOR (RA) RESPONSIBILITIES:

Overall responsibilities of a Resident Advisor help to ensure that all residents and overnight guests are warmly welcomed to the International House Philadelphia community, and that their needs are being met to the best ability possible. Resident Advisors create opportunities for people from different cultures and different value systems to meet and live together, and in doing so they encourage understanding, respect and cooperation among people of all nations.

RA RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Show presence, availability and involvement in the House.
- Respond to emergency issues related to the entire House, assisting staff where and when necessary.
- Respond to resident complaints and interpersonal issues among residents, as needed.
- Report any maintenance needs to IHP staff and follow-up on the progress of repairs.
- Abide by IHP policies and address any violations of policy among residents.
- Participate in the “on call” duty rotation schedule in the building from 7pm until 7am assisting security and front desk staff as needed.
- Maintain House Hours (time you are available to residents) for at least 2 hours per week.
- Plan and lead at least 3 house-wide programs per academic year in accordance with IHP RA programming guidelines. (Includes: Social hours, walking tours, and café nights)
- Maintain programs and events for your floor and assigned residents in accordance with IHP RA programming guidelines.
- Assist with large-scale IHP programs including but not limited to Welcome Week, Cultural Celebrations, Farewell Dinner, etc.

REQUIREMENTS & QUALIFICATIONS:

- Meet all International House residency eligibility requirements as stated in the housing application. Provide proof of education standing.
- Meet all the terms of your housing agreement with International House during their time as an RA, including prompt and full payment of occupancy fees.
- Additional desired qualities include:
 - ▶ An outgoing, friendly personality
 - ▶ Excellent interpersonal skills
 - ▶ Ability to assume a leadership role among the community
 - ▶ Ability to work as a part of a team
 - ▶ Conflict mediation skills preferred

HOURS OF SERVICE:

RAs are expected to make the RA position a priority among any extracurricular or work commitments. While academic work is a recognized priority, RAs should possess time management skills to effectively balance their academics, RA position, and any other external commitments. RAs are expected to attend all scheduled trainings, staff meetings, and one-on-one meetings with their supervisor. While some flexibility is possible in programming requirements, RAs need to consider the best times to offer house hours, meetings, and programming opportunities for their assigned residents. If an RA's extracurricular and work commitments outside of the RA role will total more than 20 hours per week, permission will need to be acquired from the Associate Director of Resident Life to maintain eligibility for the RA position.

REQUIRED RA TRAINING - AUGUST 2017

Resident Advisor Program Monday, August 1st, 2017 - June 1st, 2018. Resident Advisors are required to attend a mandatory orientation and training program beginning on Thursday August 17th, through Sunday, August 20th. In order to build a cohesive RA team, it is essential that all team members be present for all parts of the orientation. Accepted applicants should make no other plans during those days. Trainees, interns and those on co-op placements should request time off from their employer during those dates in order to attend all orientation sessions. Resident Life Office will provide any necessary documentation for your employer in support of this request. Applicants who are not available for the orientation period are not eligible for the program.



PERSONAL INFORMATION

Name _____
First Middle Last

Have you submitted a housing application?

Address _____

Cell Phone _____ Email _____

Country of Birth _____

Country of Citizenship _____

Languages Spoken _____

ACADEMIC INFORMATION

College or University in Philadelphia _____

Degree Sought: Undergraduate Graduate Doctoral Other _____

Field of Study _____

Length of Program _____ Start date _____ End Date _____



HOW DID YOU HEAR ABOUT THE RA POSITION? (WEBSITE, RESIDENT, ANOTHER RA - PLEASE STATE)

ESSAY QUESTIONS (Please attach responses on a separate page)

- (1) Why do you want to serve as a Resident Advisor? Describe your familiarity with the International House Philadelphia's mission.
- (2) What qualifications and experiences do you have that make you a good candidate for this position?
- (3) Describe any extracurricular and/or volunteer activities you have been involved with over the past three years, including leadership positions, club memberships, honors, etc. Be specific to share the time commitment you can give to the Resident Advisor position.
- (4) Describe any international or intercultural living and/or working experiences you have had. What did you learn from those experiences?

Please send completed application with attachments to:

Deborah Houda
Associate Director of Resident Life
deborah@ihphilly.org