California Institute of Technology  
Role Description - Resident Associate - 2023-2024

Title:
Resident Associate (RA)

Reports to:
Residential Life Coordinator (RLC) associated with their assigned area and the Director of Residential Experience in the Office of Residential Experience (ORE).

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 breath and diversity. These concepts will also factor critically in both RA selection and decisions. Such decisions will be made at the discretion of ORE.

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 2023, 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.

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 the Caltech and the division of Student Affairs and ORE.

The RAs role is to honor and support the Institute’s commitment to an inclusive community and RAs are responsible for building and facilitating a positive, safe, and respectful environment that allows 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 ORE team. This educational role is a one-year assignment from July 2023 to June 2024. Reappointment is not guaranteed but will be at the discretion of the Office of Residential Experience, who will
take into consideration performance reviews, plans for staffing and housing, academic factors, and approval from the Graduate Deans 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 check ins/outs
- Provide coverage during at least one holiday break period (Thanksgiving & Winter Break)
- Report housing needs and do damage assessments on a periodic basis
- Complete other duties as assigned

**5 Pillars of the Residential Experience**
Caltech’s Residential Education program is built on 5 key pillars - these pillars make up the foundation of the work and represent the values of the office and program. RA receive training on these pillars.

**Community Development:** RAs are responsible for ensuring that students live and study in a comfortable and hospitable environment. RAs create a sense of belonging and connection between students and serve as mentors and educators to encourage personal growth and facilitate positive peer interactions.

**Health and Wellness:** RAs are responsible for identifying and responding to students who need support. RAs are expected to refer students to appropriate and helpful campus resources - this process includes working with students directly, collaborating with RLCs, updating administrators and reporting information to the Caltech Care team.

**Programming:** RAs create and coordinate programs that help students develop a clearer understanding of themselves, their community, and the world around them. Programming should be educational, informational, and social in nature.

**Campus Enforcement:** RAs model ethical behavior and help students understand, adhere to, and manage campus policies. This means confronting and addressing student behavior.
Enforcement takes place within the residences but also across campus by way of campus walks on weekends.

**Emergency Preparedness:** RAs are key campus resources and support residential communities in an emergency. RAs facilitate some of our emergency protocols in a natural disaster and during other campus incidents.

**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.
- Reimbursement for cell phone service up to $50 per month per RA.
- One parking permit and a designated parking space.
- RAs receive $375 per month to cover incidentals and other expenses, including food.