



RESIDENT ADVISOR APPLICATION



BE A LEADER. CONNECT RESIDENTS TO THE WORLD.

RESIDENT ADVISOR APPLICATION

MINIMUM POSITION REQUIREMENTS

Must be continuously enrolled and remain in good academic standing in an institutionally-sponsored program (graduate program strongly preferred), research initiative, or other scholarly pursuit. Previous residential life, student affairs, or international education experience strongly preferred.

Competency in a foreign language is also desired but not required.

BASIC POSITION REQUIREMENTS

Residential Staff 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 staff member oversees a residential living area of 42 students. Staff members will participate in on-call rotations, respond to crisis situations, attend weekly staff meetings, counsel students regarding personal and academic concerns, enforce International House Philadelphia (IHP) policies and community standards, and facilitate community development. Further, each staff member will collaborate with other IHP departments in areas such as programming, marketing, development, alumni relations, and facility operations.

Residential Staff members will have the opportunity to interface with organizational leaders, faculty, and staff from a variety of universities, as well as represent International House Philadelphia in the greater community.

COMPENSATION PACKAGE

Each Resident Staff member will receive a "majority cost of room coverage" compensation package; paying \$50 per month for their room rental fee. The value of the room compensation is \$840 (based on the long-term room rate for a single room with shared bath and kitchen). Each month, the Resident Staff member (occupant) will be billed \$50.00 for room rent, which must be paid by the 10th of each month.

SELECTION TIMELINE

The selection process for Residential Staff positions begins on May 1, 2015. Applications with resumes or CVs must be completed by June 22 for tier 1, July 13 for tier 2. Group Process and Interviews will take place during the weeks of July 20 and July 27 and successful candidates will be notified by email on August 3, 2015. Candidates are encouraged to keep their schedule available the evening of July 28 for Group Process Night. The Residential Staff contract begins on August 1, 2015, and runs through June 1, 2016. Each member of staff must be available for the entire Fall training session in late August. All candidates are encouraged to attend a Staff Selection Information Session at IHP on June 17 and July 8. Those who cannot complete the entire training are not eligible to apply.

CONTACT INFORMATION

Qualified candidates should submit a completed application (available at the IHP RAAC office, or online at www.ihousephilly.org/become-a-resident-advisor), and are invited to submit a resume and cover letter, as well as the names and contact information of two professional references for review. Materials and inquiries should be directed to:

Michael T. Beachem, IV
Associate Director of Resident Life
International House Philadelphia
3701 Chestnut Street
Philadelphia, PA 19104
michaelb@ihphilly.org

INTERNATIONAL HOUSE PHILADELPHIA (IHP) 2015-2016 RESIDENT ADVISOR (RA) PROGRAM RESIDENT ADVISOR (RA) RESPONSIBILITIES:

The overall responsibilities of a Resident Advisor are help to ensure that all residents and overnight guests are warmly welcomed to the International House community, and that their needs are being met to the best ability possible. Resident Advisors create opportunities for people who are here from different countries and different value systems to meet so that they may learn about and from each other.

RESIDENT ADVISOR JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

(Responsibilities may differ in the Fall and Spring due to changes and/or improvements to the job description)

- Respond to Emergency issues related to the entire House, assisting Staff where and when necessary
- Respond to Resident issues related to: mediation, conflict resolution, and policy enforcement
- Follow through on maintenance issues (closets, bathrooms, kitchens, suite area) with Housekeeping and Staff
- Enforce and abide by House policies
- Host suite meetings (as planned by RAAC office – dates to be determined)
- Assist the Resident Activities and Advisor Center with Programs and Cultural Events
- Respond to Emergency issues related to the entire House, assisting Staff where necessary
- Share an “On Call” schedule with other RAs that requires the RA to be on call an average of once a week, including office hours and rounds
- Serve on committees as requested
- Participate in, and advocate for, spontaneous programs once a semester in and outside of the building
- Host one Social Hour a Semester
- Host one Movie Night a Semester
- Host one House program (Social or Cultural) event during the academic year
- Host one House program (Educational) during the academic year
- Attend annual RAAC events and end of the year Global Gala
- Show presence, availability, and involvement in the House
- Represent IHP well and show good judgement with public and social media presence

REQUIREMENTS & QUALIFICATIONS

INCLUDING, BUT NOT LIMITED TO:

- Meet all international House residency eligibility requirements as stated in the Housing application, and provide proof of education standing
- Meet all terms of Housing Agreement with International House during time as an RA, including prompt and full payment of occupancy fees
- Reside in the U.S. under an F-Visa or a J-Visa (if not a U.S. Citizen or Green Card holder)
- Reside in an International House single room within a shared suite/house

ADDITIONAL QUALITIES INCLUDE:

- an outgoing, friendly personality
- excellent interpersonal skills
- ability to assume a leadership role among the community
- ability to work as part of a team
- conflict resolution and mediation skills preferred
- good problem solving skills

PROOF OF VISA STATUS:

RAs who are not U.S. citizens must present a copy of an F-Visa, J-Visa, or Green Card upon arrival at IHP.

HOURS OF SERVICE:

The RAs supervisor, the Associate Director, must approve in advance any hours in excess of their regularly scheduled hours. Under the terms of an F-Visa or a J-Visa, non-U.S. citizens may not work more than 20 hours per week during the academic year. It is the responsibility of the RA serving under an F-Visa or a J-Visa to ensure that other work on or off-campus, and work at IHP, does not exceed 20 hours per week.

IMPORTANT INFORMATION ABOUT THE ACADEMIC YEAR 2015-2016 RESIDENT ADVISOR PROGRAM: (FOR FULL TIME RESIDENT ADVISORS ONLY)

The term of the 2015-2016 Resident Advisor Program runs from Saturday, August 15, 2015 – June 1st, 2016. Resident Advisors are required to attend a mandatory orientation and training program beginning Saturday evening, August 15 through Monday evening, August 24. Resident Advisors may request to move in as early as August 15 if room is available. In order to build a cohesive RA team, it is essential that all team members be present for all parts of the orientation, so accepted applicants should make no other plans for these days. Trainees, interns, and those on co-op placements should request time off from their employer during these dates in order to attend all orientation sessions. The Resident Activities and Advisory Center will provide any necessary documentation for employer in support of this request. Applicants who are not available for the orientation period are not eligible for the program. Resident Advisors additionally must be available to work the entire 10 month contract period.



INSTRUCTIONS

- Fill out this form completely
- Attach answers to the essay questions
- Attach a copy of your resumé/Curriculum Vitae (please send in English)
- Provide the names and contact info of two references

FOR OFFICE USE ONLY (Do Not Complete Section)

Applicant Name _____ Received _____

Check all that apply:

In-House _____ Outside _____ Summer _____ Fall _____
Interviews: first: _____ staff: _____
second: _____ staff: _____

Group Process: _____

Final Decision / Hire: Y / N ALT

PERSONAL INFORMATION

Name _____
First _____ Middle _____ Last/Family _____

Have you submitted a housing application?

Local Address _____

Permanent Address _____

Home Phone _____
Cell Phone _____
Work Phone _____
E-mail _____
Phone _____

Phone _____
T-Shirt Size _____
Dietary Needs _____

Country of Birth _____ Country of Citizenship _____
Native Language(s) _____
Other Languages _____

ACADEMIC INFORMATION:

College or University in Philadelphia _____

Degree Sought: Undergraduate Graduate Doctoral Other _____

Field of Study _____

Length of Program _____ Start Date _____ End Date _____

Please complete other side of application.

PROGRAM-RELATED INFORMATION

Check all that apply:

I am interested in a summer 2015 RA position only and can be available as of _____ (date).

I am interested in a 2015/2016 RA academic year position (August 15, 2015 to June 1, 2016).

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 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?
- (5) Describe any experiences of you have had in group process, group facilitation, or team building that you could use as a resource within the RA team and with residents.

Please provide the names of two professional (non-family) references (an RA or Resident is strongly encouraged):

Reference #1

Name _____

Occupation _____

Telephone # _____

Email _____

Relationship _____

Reference #2

Name _____

Occupation _____

Telephone # _____

Email _____

Relationship _____

Send or drop off completed application with attachments to the:

Resident Activities and Advisory Center
ATTN: Michael T. Beachem, IV - Associate Director
International House Philadelphia
3701 Chestnut Street
Philadelphia, PA 19104 USA
email: michaelb@ihphilly.org

If you have any questions about the application or the Resident Advisor Program,
Please call 215-895-6536. Apply online at www.ihousephilly.org/become-a-resident-advisor

WWW.IHOUSEPHILLY.ORG/BECOME-A-RESIDENT-ADVISOR