

JOB DESCRIPTION FOR HLS RESIDENT ADVISOR POSITION**Job Summary**

The HLS Residence Hall Advisor (RA) is a live-in position under the direction of the Dean of Students Office with a connection to the Housing Office. The primary responsibility of the Resident Advisor is to assist residents with urgent and non-urgent needs and build community through interactive and passive programming.

Contract Period

Academic Year Term: Friday, August 14 – Friday, May 26

Mandatory Training Dates: Tuesday, August 15 – Wednesday, August 16

Breaks and January term: RAs may leave for the winter break on December 17, 2023 and return by January 2, 2024. RAs must remain on campus for all of January Term 2024. RAs may leave for Spring Break on March 9, 2024 but must return by March 17, 2024.

Additional events and activities:

- Assist with 1L Move In
- Assist with JD and Transfer Orientation, including building-wide resident orientations
- Assist with Admitted Students Weekend – lead residence hall open houses; dates for the 2024-2025 Admitted Students weekends- dates have not been finalized, one typically occurs in March and the other in April
- All RAs will be required to volunteer at one Dean of Students Office event
- Graduating RAs may be asked to assist with the hiring of new RAs for the following academic year

Job Responsibilities

- Serve as a liaison between residents and the Dean of Students Office and various other offices as needed.
- Plan and promote social, recreational, and academic programs that foster community among residents; minimum of 1 per month including a floor meeting and welcome dinner at the beginning of each semester. Collaborate with fellow RAs to coordinate additional community-wide events.
- Attend staff meetings organized by Dean of Students Office bi-monthly or as necessary to discuss upcoming activities and discuss facilities/student issues. Attend monthly brief one-on-one check-in meetings with professional staff or as needed.
- Submit paperwork, online forms, expense forms/receipts, and weekly report forms on time. Keep track of expenditures and be aware of assigned Resident Assistant budget activity.
- Develop and maintain positive interpersonal relationships with residents and be a visible presence in the residential community.
- Demonstrate and promote responsible behavior in accordance with Handbook of Academic Policies, the Housing Handbook and all other Harvard Law School and Harvard University policies.
- Work to build community among residents by promoting respect, tolerance and diversity through programming.
- Help residents, particularly first-year J.D.s and LL.M.s adjust to resident life, Harvard Law School, and Cambridge.
- Disseminate and post appropriate information to residents.
- Along with designated DOS responders, support response to personal and medical emergencies; act as main contact in residence halls in case of weather or school-wide emergency; handle sensitive information properly.
- Follow up with the Assistant Director of Campus Housing on all building issues.

- Assume general communicative role with residents regarding the neatness and cleanliness of floors/entryways, especially the kitchens and lounges.

Supervision

1. This position is supervised by Tara Townsend, Assistant Director of Student Life and the Dean of Students Office. The Housing Office will exercise indirect supervision.
2. The RA will receive feedback from their direct supervisor at least once per semester in the area of performance issues, strengths and areas for improvement

RA Positions and Compensation

DOS is hiring for one HLS Apartment and one Gropius position. RAs are paid an amount based on how many students they advise and what types of housing they oversee:

RA Community:	Room Price:	RA Room Compensation:
Gropius (alternate positions ONLY)	\$8,037 to \$13,248	\$7,050
HLS Apartments*	\$15,390 to \$22,257	\$4,950*

Financial Aid Relationship to RA Compensation

The RA salary is paid through a credit to your student bill. If you are applying for financial aid, you should be aware that under federal student aid guidelines, the value of your RA compensation must be included in your financial aid package and is treated like an outside award. While this will not ordinarily affect your grant eligibility, it does have an impact on your loan borrowing limit, because the total of all your financial aid (including the RA compensation) cannot exceed your student budget.

For example: if two students had the same award package and student budget, but one had a \$5,000 RA-ship, then the student with the RA-ship can borrow \$5,000 less than the student without. (In other words, your RA compensation replaces an equivalent amount of potential borrowing in your aid package – which is a good thing – but as a result reduces the amount you are permitted to borrow given that the student budget sets the limit for your total aid.) **You must contact your financial aid officer at HLS Student Financial Services with any questions about how your RA-ship will affect your aid package or your budgeting plans.**

Selection Process

RA applications will be available on Wednesday, February 15. **Applications are due on Wednesday, March 1, at 8:00pm.** Based on the completed application, selected applicants will be offered a 30-minute interview to be held between Thursday, March 2 – Wednesday March 8. A current resume, cover letter and two letters of recommendation are required to be submitted with your application.

Contact Information

All questions should be directed to Tara Townsend, Assistant Director of Student Life – townsend@law.harvard.edu or 617-495-1880

