

**Statement of Inclusion**

Residential Life Student Leaders will seek to understand and affirm all identities they serve to develop a culture where individuals challenge assumptions respectfully and engage in open discourse. Through a representative staff and equitable policies, they will continue to serve the evolving needs of diverse communities.

**Statement of Ethical Standards**

In the acceptance of this student leadership appointment, student leaders devote themselves to exercising a high standard of ethical conduct in their actions both on campus and in the off-campus community. These standards include, but are not limited to, the UHS Housing License Agreement, SJSU Student Code of Conduct, departmental student leader expectations as well as all state and federal laws. For students holding multiple UHS student staff positions (RA, PASC, SAA, CDA) the release of a position in one role will impact the status of all other roles held within the UHS department.

**Summary of Position**

The role of the International House Administrative Resident Advisor is to foster a safe, developmental, and inclusive residential community that enriches the educational experiences for students of all identities through the Residential Curriculum. This RA Role is assigned to the residential community of first-year students, including the students in the Theme Communities, or the continuing students to provide academic advising resources, and holistic and ongoing support to first-year students as they navigate college life and work with all students in establishing and achieving academic goals while becoming engaged on campus. Through one-on-one conversations, relationship building, community rounds, incident/crisis response, and self-guided learning opportunities, the RA assists in shaping a holistic living-learning experience for the members of the residential community.

**Qualifications**

You **MUST** meet the following qualifications, or you will **NOT** be eligible for an interview or position appointment:

- Semester GPA of 2.5 & Cumulative GPA of 2.5
  - Falling below 2.5 GPA may result in loss of active appointment, and/or loss of eligibility for subsequent appointment for the following semester.
- Undergraduate Student Status:
  - Minimum of 12 credits (no more than 18 credits per semester during appointment).\*
  - As the appointment is for the full academic year, appointees who are graduating before May 2025 (Spring Graduation), are not eligible for appointment.
- Graduate Student Status:
  - Minimum 6 credits (no more than 9 credits per semester during appointment).\*
  - As the appointment is for the full academic year, appointees who are graduating before May 2025 (Spring Graduation), are not eligible for appointment.
- Approved Reference from one of these entities
  - SJSU Department linked to the specific Theme of Community
  - A student organization that is related to the theme of community
- Be in “good conduct standing” = no housing probation or disciplinary probation
- Successfully clear LiveScan & Accurate background check before starting the position

*\*Majors, such as nursing, may qualify for lower unit requirement exceptions based on departmental requirements. Staff must carry the minimum of requirements at all times. Staff are required to notify their supervisor immediately if they drop below the minimum credits. Regardless of Undergraduate or Graduate status, an individual must maintain 6 credits per semester to be eligible for appointment.*

**Preferred Qualifications**

**Preferred criteria for working with the I-House Theme Community:**

International Student:

- Relate to the international student community
- Be active in international student entities (Ihouse, International Student Service program, and international student organization)

**Responsibilities\***

**All I-House RA Positions**

- Assist in conflict management by facilitating roommate mediation
- Participate in one-on-ones with supervisor for position development
- Read through any communication sent from the department daily
- Be knowledgeable about departmental information, procedures, and resources
- Provide community support and emergency response for the community in an on-call capacity
- Display behavior with integrity and honesty both on and off campus to UHS staff and residents
- Maintain consistent interactions with residents/staff (on-call/crisis response, resident engagement/support, etc).
- Facilitate floor meetings or suite meetings to create an agreement that contributes to an affirming environment.
- Report as a responsible employee and mandated reporter on issues related to Title IX, Clery, and other safety concerns for the greater community.
- Participate in large department/campus initiatives: Training, Opening, Closing, Admitted Spartan Day (typically a Saturday in mid-April, etc.), Weeks of Welcome, Convocation, Recruitment, etc.
- Complete community administrative tasks such as, but not limited to, incident reports, duty logs, health & safety checks, room checks, etc.
- Accompany residents to campus events/ opportunities (i.e. Spartan Speaker Series, athletic events, etc.).
- Provide academic resources to residents (i.e. selecting majors, course selection, resume writing, etc.).
- Demonstrate awareness and support of the diverse needs of residents; appropriately address unjust, derogatory, and non-inclusive behaviors of community members
- Build connections to support campus and community partners that advocate for different identity groups.

**I-House Admin RA Position**

- Monthly key audits
- Assist with the community administrative process (check/checkout, submitting room cleaning requests, etc.)
- Creation of marketing materials for flyer and social media needs
- Maintain community email communications
- Keep up with scheduling needs for peer RAs
- Consult with RLC(s) to meet the needs of the community
- Sort Mail
- Participate in Theme Community RA Training
- Perform Lockout support
- Work at the front desk in International House for at least 8 hours a week

**I-House Programming RA Position**

- Plan events with Campus partners, FIRS, PASCs, and AI coordinators
- Plan Legacy event for floor
- Participate in Theme Community RA Training

**I House Student Council RA Position**

- Plan events with the I-House Student Council
- Manage student council budget

- Participate in Theme Community RA Training

*\*Other duties as assigned*

### TCRA Appointment Compensation

- Compensation is in the form of room and board during the period of appointment (single room or single bedroom within a shared apartment space) and a Residential Meal Plan.
- Room Use - The space provided is single occupancy and is for the sole use of the appointed RA
- Meal Plan - The meal Plan provided is meant to both assist the appointed RA's living experience and community engagement (with residents and the Residential Life team). The meal plan is not designed to accommodate every meal for the year. RAs can add additional swipes/dollars via Spartan Eats at their discretion
- Financial Aid Reporting: The total compensation amount is reported to the Financial Aid Office as an award from UHS, and will be considered by SJSU regarding any Financial Aid Awards. Any departure from the RA role (resignation/termination) will be reported to Financial Aid to have your award eligibility adjusted.
- Additional Compensation: Any tasks or responsibilities conducted within the role are accounted for in the above amount reported to Financial Aid. Additional compensation associated with the RA role is as follows:
  - **Holiday Campus Closure Exception**: During certain holidays/breaks RAs who serve in an on-call capacity receive hourly pay & meal compensation. Dates are communicated at the start of the position
  - **Limited Assigned Tasks**: There are times when an RA may be requested to support a designated function from UHS which may require additional support. These situations may range from assisting with UHS tours to supporting some specific admin function. These are submitted in writing in advance to the RA to be notified of any compensation.
  - **Specialized Training, Meetings & Collaborative Programming**
    - Due to the needs of the theme community program, individuals appointed as a TCRA will be subject to attend additional training, and meetings and have responsibilities related to collaborative programming. Additional training, meetings, and specific collaborative programming will be compensated \$17.00/per hour. These hours will not exceed more than 4 hours in a week and no more than 10 hours in a month; excluding standard TCRA training in August/January.
- Priority registration upon appointment acceptance for Fall and Spring semesters

### Terms of Employment

**Appointment:** Full Academic Year (Two weeks before the first day of classes - Spring Closing; dates TBA pending finalized SJSU 24-25 academic calendar)

**Critical Dates:**

- Reserve **Wednesdays from 3 pm - 5 pm** for student leadership meetings/training/events
- Reserve **Mondays 3 pm - 4 pm** for TCRA meetings/training
- **Training:** There is **NO** exemption from participating in Student Staff Training. Any activity/process/position that conflicts with attending mandatory Fall/Spring Training is not permitted, such as Associated Students, Orientation Leader, Study Abroad, potential internships, other job(s), etc. Candidates unable to attend training will be removed from the TCRA role
  - Complete all aspects of required training.
  - Expected to be on-site to participate in Fall Training and assist Fall Move-In/Opening from **July 28, 2025 - August 19, 2025, OR two weeks before the start of classes**, whichever comes first.
    - Appointees are **not able to participate in outside commitments during this time**, including but not limited to (organization meetings, on-campus/off-campus jobs, non-academic coursework, personal events/commitments, etc.)
  - Expected to be on-site to participate in Spring Training approximately 2 weeks before classes start

- Appointees are **not able to participate in outside commitments during this time**, including but not limited to (organization meetings, on-campus/off-campus jobs, non-academic coursework, personal events/commitments, etc.)
- Serve on-call for holidays (i.e Campus Closures, Thanksgiving Break, Winter Break, and Spring Break)
- An estimated **average of 15-20 hours a week time commitment**, fluctuating during peak periods (high commitment periods include but are not limited to move-in, fall/spring training, building Move-In, and Move-Out)

***Additional Employment/Involvement:***

In efforts to support the time commitment of these positions, the following student leadership positions are **not** able to be held while in the RA role: Orientation Leader, Associated Student Government Board of Directors, Student Athletics, and/or President of Student Organizations and Peer Academic Success Coach (PASC).

Appointees may participate in outside commitments (student organizations, on and off-campus jobs, internships), however, they are restricted to the maximum hours per week as outlined below. All appointees will be required to formally report all outside commitments to the direct supervisor(s). Appointees who do not properly report outside commitments are subject to being released from the position.

**New Appointees (New RA):** 10 total hours a week

**Returning Appointee (Returner RA):** 15 total hours a week