

2025-2026 Resident Advisor Position Description

The Resident Advisor (RA) position (undergraduate and graduate level) is an employed position offered during the academic year with the Office of College Houses & Academic Services (CHAS) at the University of Pennsylvania. The RA creates a positive sense of community and shares resources with residential students living in the College Houses. This is accomplished through providing opportunities for student engagement and involvement, developing supportive relationships with individual residents, building an inclusive community, addressing incidents as part of an on-duty rotation, connecting students with resources, and educating students on their rights and responsibilities as identified in the Code of Student Conduct and other University policies.

POSITION ELIGIBILITY:

1. Be a full-time, undergraduate/graduate student in a degree-granting program at the University of Pennsylvania.
2. Undergraduates must be at least of sophomore standing by the time they begin the RA position and maintain a minimum of 2.5 Cumulative GPA/2.5 Semester GPA throughout the employment period. Graduate RAs also must be in good standing in their academic program. Candidates in certificate or executive programs are not eligible for the RA position.
3. Be available to work 15-20 hours in the RA position per week. RAs are full-time students and are responsible for ensuring compliance with University policy which restricts students from working more than 20 hours per week while classes are in session.
4. A candidate is not eligible if they possess a full-time employment position (or equivalent of full-time employment).
5. Be in good standing with no active sanctions with any University offices including but not limited to: CHAS, the Title IX Office, and the Center for Community Standards and Accountability.

APPLICATION, SELECTION, AND ASSIGNMENT PROCESS:

The RA application information can be found at <https://www.collegehouses.upenn.edu/join>. Candidates must complete an application and meet all eligibility requirements. If an current RA is seeking to return the following year, they must re-apply and participate in the RA selection process. Rehire is contingent upon the RA's successfully meeting all position requirements, having a satisfactory performance evaluation, and being in good disciplinary standing.

REQUIRED DATES

The RA position is for one academic year from Friday, August 8, 2025, through Wednesday, May 13, 2026.

The RA must adhere to the required dates below. *Note: The required dates are dependent upon the University's academic calendar and subject to change.*

- **Friday, August 8, 2025:** Report to campus by 5:00pm
- **August 8 – August 25, 2025:** RA Training & Move-In/Opening and NSO Orientation Week
- **Friday, Dec. 19, 2025:** Closing of College Houses; RAs eligible to leave after 4:00pm
- **Friday, Jan. 9, 2026:** Report to campus by 5:00pm
- **Saturday, Jan. 10, 2026 – Tuesday, Jan. 13, 2026:** January Training/Opening
- **Wednesday, May 13, 2026:** End of RA Position; RAs eligible to leave after 4:00pm
- **Tuesday, May 19, 2026:** All RAs must move out by 12:00pm

RA EXPECTATIONS

This list is not intended to cover the entirety of the RA position but provide a snapshot of the RA position and its responsibilities, as defined by the College House and CHAS.

Student Development & Community Engagement

1. Create a residential environment to support academic success, self-exploration, and engagement.
2. Serve as a resource and make appropriate referrals while promoting cooperation with all University offices.
3. Engage with all community members to learn more about them, identify their needs, and determine how to involve them in the College House and University community.
4. Assist new students in their orientation to the College House and to the University.
5. Foster an inclusive community that encourages a sense of belonging as a member of the floor, the College House, and the campus by organizing a variety of community engagement activities and programs.
6. Facilitate activities that address the diverse needs of residents.
7. Develop and implement various methodologies that keep residents informed of programs, events, and activities.
8. Complete programming activities for their College House as required, including submission of program activity reports, surveys, and evaluations.
9. Maintain a schedule that assures regular interaction and availability with residents in order to facilitate community development and respond to student and community needs.
10. Participate in the CHAS dining and College House dining-related activities to build strong relationships with residents and strong communities with floors, suites, or sections.
11. Facilitate roommate/suitemate/apartment agreements as outlined by the College House and follow up as necessary.
12. Participate in College House/CHAS activities to build relationships with residents and the College House community.
13. As applicable, support specific Program Communities within the College House at the direction of the College House senior staff and CHAS.

Diversity, Equity, Inclusion:

1. Build an inclusive community that promotes and supports the exchange of diverse ideas and beliefs.
2. Support CHAS Diversity, Equity, and Inclusion Statement and CHAS and University efforts in inclusivity programming and practices (<https://www.collegehouses.upenn.edu/overview/dei-statement>.)

Administrative Tasks:

1. Execute administrative tasks and paperwork processes in a timely manner by given deadlines, and within outlined processes, including but not limited to: posting flyers, designing bulletin boards, door/floor decorations, and reconciling all CHAS-related purchases, and report any facilities concerns.
2. Attend and participate in all RA trainings, team meetings, 1-on-1 supervisory meetings with the House Director, and relevant in-services, etc.
3. Maintain a cell phone and share the phone number with CHAS and the College House. RAs are expected to regularly monitor their calls and text messages as well as their Penn e-mail account and to promptly respond when contacted.
4. Participate in RA selection as needed and defined by the College House and CHAS.
5. Successfully use, manage, and reconcile use of a purchasing card and be a good steward of CHAS funding.
6. Serve as a representative of CHAS and the College House in a positive and professional manner. As an RA, RAs are not authorized to speak to media or online on behalf of CHAS, a College House, or other RAs.

Operational Tasks:

1. Report maintenance concerns and damage to University property.

2. Exercise proper care of University property, including but not limited to duty phone, keybox, residential spaces and furniture, and office items.
3. Assist in emergencies procedures as requested.
4. Assist with move-in and move-out periods at the beginning and end of each semester. RAs are expected to remain on campus until the College Houses are closed.

Student Behavior & Crisis Response:

1. Know and observe University policies, procedures, guidelines, and publications applicable to students and serve as a role model for residents.
2. Develop a sense of community that encourages residents to assume responsibility for their actions.
3. Respond, document, and refer situations to CHAS/College House in a timely manner.
4. Address, mediate, and report roommate/floor/apartment conflicts.
5. Demonstrate critical thinking skills, including problem-solving and crisis management.
6. Serve in an on-call/duty rotation. The RA on-call (RAOC) schedule is determined by the College House in collaboration with the RA staff. Duty includes fall break, Thanksgiving, and spring break. There is no RAOC during winter break.
7. Pick up and drop off the College House duty phone and follow duty protocols as set by the College House/CHAS.
8. Address behavior issues in the College House community at all times.
9. Serve as a Campus Security Authority (CSA) - <https://www.publicsafety.upenn.edu/clery>.
10. Read and be familiar with the RA Emergency Procedures and any other material distributed by CHAS, the College House, or other departmental administrators.
11. Read, be knowledgeable, and comply with the University of Pennsylvania's Sexual Misconduct Policy (<https://titleixoffice.upenn.edu>), as well as the College House Policy on Consensual Sexual or Exploitive Relationships (<https://www.collegehouses.upenn.edu/policies/relationship-policy>). RAs found in violation may result in discipline up to and including removal from the position.

Training Expectations:

1. Adhere to all training dates listed in the **Required Dates** section of this document.
2. The RA is responsible for participating in all training and development activities required by CHAS and the College House including but not limited to August and January trainings.
3. If the RA does not attend a training or meeting, is not approved to miss, and/or does not communicate this absence, the RA may receive disciplinary up to and including removal from the position.
4. The RA is required to attend other RA trainings/meetings as scheduled. This includes and not limited to weekly RA team meetings, regular 1-on-1 meetings, in-services, etc. Dates and lengths of meetings are determined by CHAS or the College House and will be communicated to the RA.

Compensation

a. ROOM

The University will provide a room at no cost to the RA only during the term of the RA position in their assigned College House. A "room" is defined as a single occupancy accommodation in the RA's assigned College House. Rooms vary in size, shape, and furnishings of rooms. Furniture must remain in the room assigned, and College Houses do not have storage facilities for personal items. RA will be charged by Residential Housing Services (RHS) for any missing furniture as outlined in the Terms and Conditions for Housing Occupancy (<https://residential-services.business-services.upenn.edu/terms-and-conditions-2025-2026>).

The RA is assigned to a specific College House based on the solicited and expressed rankings of the RA's desired placement and College House needs. The RA is to maintain residency in their assigned room and

College House throughout the RA position. A returning RA will have the option to request to return to their previous year's College House should that College House remain open for the following academic year and that the returning RA meets the selection criteria. Room assignments are made based on the needs of the College House and skillset of the RA. Graduate and undergraduate RAs are treated the same when making room assignments.

CHAS and the University assume no liability for any injury to any person in their campus residential units or for any loss or damage to any property contained therein. Residential Services strongly advises all residents to obtain appropriate medical insurance and private property insurance to cover loss or injury to person or property and to remove all valuable items from their unit prior to University recesses.

CHAS reserves the right to relocate and/or reassign an RA as needed. This includes but is not exclusive to: facilities projects, renovations, College House RA team needs, or public health concerns. When such moves occur, communication with the RA will be delivered in a timely manner when possible.

Undergraduate RAs are not eligible to reside in an RA room in a College House that is designated as closed during Winter Break. They will have the ability to apply for Winter Break housing in an open building through Residential Services which manages winter break housing requests.

New Graduate RAs are eligible to move in seven days prior to their graduate program orientation or the start of classes and no earlier than July 1st. This accommodation varies depending on availability and may not be the assigned academic-year room.

For Graduate RAs only: Additional Occupants (AOs).

Some rooms (as defined by having a private bathroom) may accommodate an adult with whom the Graduate RA shares a relationship, a partner or spouse. Facilities do not exist to accommodate families/dependents. For AOs who have a Penn-affiliation, information will be reported to Student Registrar & Financial Services (SRFS). The Graduate RA is responsible for following the AO process and submitting a signed and notarized affidavit Additional Occupant (AO) Form. An AO is defined as a domestic partner/spouse of at least 18 years old or older and cannot be a matriculated Penn undergraduate student.

b. BOARD

An RA meal plan is given to each RA that includes 150 meal swipes per the Academic Year, and \$400 dining dollars each semester. Meal swipes cannot be exchanged for additional dining dollars, nor be reallocated to any other individual or program, such as "Swipe Out Hunger".

c. STIPEND

Each RA will receive a stipend of \$3100.00, distributed in four (4) payments of \$775.00. The first installment will be paid at the start of the semester, and the remaining amount shall be paid at the conclusion of each semester, provided the RA remains employed in that capacity at the time of payment. In the case of termination or withdrawal from the RA position, the RA will be paid a prorated stipend based on the number of days already worked.

POLICIES AND PROCEDURES

ABIDING BY ALL UNIVERSITY POLICIES

The RA is responsible to know, understand, enforce, and abide by all policies, procedures, guidelines, and publications applicable to Penn students. The RA must remain in good standing with no active sanctions with any University offices including but not limited to: CHAS, the Title IX Office, and the Center for Community Standards and Accountability (CSA). At any time during the duration of the RA employment if an RA has an active sanction, they may receive discipline up to and including removal from the position.

ACADEMIC ELIGIBILITY

Only registered, full-time, matriculated undergraduate and graduate students in degree-granting programs or dissertation status who are in good standing as determined by their respective school(s) and meet minimum GPA requirements are eligible. Certain statuses or situations will deem an RA ineligible to hold or continue in the RA position, including: part-time student status, enrollment in a Certificate or Executive program, and academic or research requirements or commitments requiring absence from campus for a period of time such that they are unable to live on campus and fulfill RA responsibilities as defined by CHAS and/or the College House.

GPA requirements for undergraduate RAs are 2.5 Cumulative GPA/2.5 Semester GPA. CHAS reserves the right to confirm good standing throughout the academic year. The RA is responsible for immediately notifying CHAS and the College House staff of any changes in academic standing. Any RA who fails to maintain the academic standards may receive discipline up to and including removal from the position.

ALCOHOL AND OTHER DRUGS

The RA is expected to comply at all times with the University's Alcohol and Other Drug Policy (<https://www.hr.upenn.edu/policies-and-procedures/policy-manual/performance-and-discipline/alcohol-and-drug-policy>) and Penn's Drug-Free Workplace Policy for faculty and staff (<https://www.hr.upenn.edu/policies-and-procedures/policy-manual/performance-and-discipline/drug-free-workplace>.) In addition, the RA may not attend any event where alcohol is made available to underage students or where drugs are made available to any students, regardless of whether they are College House students or affiliated with the University. If an RA is found in violation of these policies, the RA may receive discipline up to and including removal from the position.

CLOSING RESPONSIBILITIES

The RA is expected to remain on campus until the end of each semester, which involves participation in closing responsibilities for their College House. Closing responsibilities will be communicated to the RA through the House Director and Residential Services. Refer to Required Dates within the RA position description.

CONCLUSION OF THE RA POSITION

When an RA position term ends or if the RA leaves the position during the academic year either voluntarily or as a result of the discipline process, the RA relinquishes all benefits and compensation connected with the position and has 7 days to move out of the RA assigned space. The RA understands that they are responsible for seeking alternate housing at their own expense if they are no longer serving as an RA. Student Financial Services and other University offices will be updated.

CONSENSUAL SEXUAL OR EXPLOITIVE RELATIONSHIPS

The RA is to refrain from establishing intimate/dating relationships with any resident living in the same College House as the RA. If an RA is found in violation of this policy, the RA may result in discipline up to and

including removal from the position. The RA is expected to know and observe the University of Pennsylvania's Sexual Misconduct Policy (<https://titleixoffice.upenn.edu>), as well as the College House Policy on Consensual Sexual or Exploitive Relationships (<https://www.collegehouses.upenn.edu/policies/relationship-policy>).

CONFIDENTIAL INFORMATION

The RA encounters sensitive and private student information in the role. This information includes, but not limited to, interpersonal relationships, mental health concerns, personal history and background, and policy infractions. The RA is required to consult with the House Director and report any concerns to the appropriate authority. It is expected that the RA will not share a student's private information with any individuals other than the House Director/CHAS or other professional staff, as appropriate.

PERFORMANCE APPRAISAL

The performance appraisal process occurs once a semester and provides feedback to the RA on their position performance. A failure to comply with the RA Performance Appraisal process may result in discipline up to and including removal from the position. If an RA has an unsatisfactory performance appraisal at the time they are being considered for rehire, it is possible that the RA will not be rehired for the following academic year.

STUDENT REGISTRAR & FINANCIAL SERVICES /INTERNATIONAL STUDENTS

CHAS is required to inform Student Registrar & Financial Services (SRFS) as the RA position may impact financial aid packages. Before accepting the RA position, applicants are highly encouraged to consult with SRFS regarding any potential impact. SRFS can be contacted through their website, www.srfs.upenn.edu, by email at sfsmail@pobox.upenn.edu, or by telephone at 215-898-1988.

International students with visa-related questions should reach out to International Student & Scholar Services (ISSS). ISSS can be contacted through their website, <https://global.upenn.edu/issc>, or by telephone at 215-898-4661.

TIME COMMITMENT

As a general guideline, the RA should anticipate spending approximately 15-20 hours per week on regularly scheduled activities and responsibilities (e.g., time on floor, meetings, duty responsibilities, and other activities and responsibilities). Hours are not calculated or formally tracked. However, the RA position should be considered the RA's primary work responsibility. International students on F1 and J1 visas are responsible for ensuring that they do not adversely affect their visa status by exceeding 20 hours of work per week total when taking into account all work performed as an employee of the University across all campus positions they may have. Questions about this restriction should be addressed to International Student & Scholar Services. ISSS can be contacted through their website, <https://global.upenn.edu/issc>, or by telephone at 215-898-4661.

TRAINING EXCEPTION

If an RA has a conflict with training periods (for academic conflicts directly related to the RA's academic program or religious commitments), they can request an exception through CHAS. The RA must request the exception following the process available on the CHAS website. Except in the case of emergencies, the request must be made at least 7 days in advance and be approved. If the exception is not approved, but the RA still chooses to miss the training requirement, the RA may receive discipline up to and including removal from the position.

UNIVERSITY REPRESENTATION

The RA is an employee of CHAS and the College House. As such, the RA's contact information and image may be used: 1) in the College House and 2) on the College House website so students can identify their

assigned RA, and this use is not subject to RA opt-out. Images depicting RAs may also be posted in other CHAS materials including those that may be public-facing, and these uses may be subject to opt-out by the RA by submitting a written request to the House Director and CHAS. The RA is not authorized to speak on behalf of the University, their College House, the RA role, or CHAS to media or online mediums without prior approval from their House Director and/or CHAS leadership. The RA should not use their role to promote a particular religious position or partisan political viewpoint. The RA may speak strictly as a student on their own behalf, not representing the RA position. Any violation of this policy may result in discipline up to and including removal from the position.