ELEANOR ROOSEVELT COLLEGE and INTERNATIONAL HOUSE RESIDENT ADVISOR
SPECIFIC QUALIFICATIONS

1. *ERC RA applicants:* Must attain at least sophomore standing (second year of college) by the beginning of Fall Quarter of the year for which you are applying. Junior standing preferred.
   I-House RA applicants: Must attain at least junior standing (third year of college) by the beginning of Fall Quarter of the year for which you are applying.
2. Have a cumulative and last quarter GPA of 2.5 or higher.
3. Demonstrated leadership ability, interpersonal skills and an appreciation of student life at UCSD.
4. Experienced in organizing group activities (e.g., in a residential setting or through organizations, clubs, etc.)
5. Previous group living experience preferred.
6. Participation in the ERC Intercultural Communication Workshop is strongly recommended. Workshop sessions will be held on (2/4, 2/11, 2/25, 3/4, 3/11). Please talk with a Resident Dean before January 30 if a class conflict prevents you from participating.
7. *I-House RA applicants:* International/multicultural life experience preferred.

SYNOPSIS OF ERC AND INTERNATIONAL HOUSE RESIDENT ADVISOR JOB DESCRIPTIONS

Responsibility for Residents

- Know each student living in his/her community.
- Primary resource and referral person for residents regarding: other student affairs offices and services; housing and dining services concerns; activities at Eleanor Roosevelt College, International House, and the University community; how to work within University procedures to obtain needed information.
- Advise and counsel residents (within the limits of training and ability) on personal and academic concerns.
- Mediate conflicts between roommates and within the community.
- Be available in his/her room or apartment, visit residents regularly and support resident led activities.

Responsibility within the Community

- Foster a strong sense of community within his/her building(s) and within the complex as a whole.
- Organize regular social activities for his/her building(s) and specific educational programs within the living groups.
- Organize and actively participate in community events.
- Participate in various community committees (as assigned).
- Plan and facilitate building meetings as needed to convey information.
- Foster self-government within the building(s) and utilize the group process where appropriate in decisions relating to group living.
- Foster resident involvement within the larger community.
- Develop with residents an atmosphere and environment conducive to study, and which recognizes the rights of each individual within the community.
- Interpret, explain, and when necessary, enforce University and Eleanor Roosevelt College policies.

Staff Responsibilities

- Work closely with a staff team that includes RAs and the ERC Office of Residence Life staff.
- Support other staff members by attending programs, posting flyers, offering assistance when needed and by dealing with conflicts or disagreements in an open and caring manner.
- Be consistent in handling incidents in his/her building and within the complex.
- Keep in close contact with the Resident Dean's Staff, informing them of situations and occurrences that may be problematic or potentially harmful to the community.

Administrative Responsibilities

- Attend weekly staff meetings and other meetings as deemed necessary.
- Attend and actively participate in training (approximately three meetings during Spring Quarter, 2006, approximately three weeks before Fall Quarter, 2006 and various in-services throughout the year).
- Be responsible for committee assignments and/or meetings.
- Participate in the duty schedule at the Student Activities Center to provide evening and weekend coverage for the area. This includes returning promptly from quarter or holiday breaks and staying through the end of each finals week to ensure adequate coverage.
- Be available for opening and closing of the complex each quarter.
- Meet with a college Academic Counselor each quarter to assess academic progress.