

California Institute of Technology
Role Description - Resident Associate - 2026-2027

Title: Resident Associate (RA)

Reports to: Area Residential Life Coordinator (RLC), and up to the Director of Residential Experience

General Information: The Caltech Residential Experience has distinctive features that make this experience unique to our community. Each community benefits from the support of an RA. The RA role facilitates the social, academic, and personal adjustment of students to the institution and develops community, mentors students, and advises leaders where students live, whether that is one of the 8 undergraduate affiliated houses or one of the two unaffiliated buildings.

To be effective in the role, RAs must have strong interpersonal communication skills and the ability to foster and recognize and address complex social dynamics. Given the diversity of residential experiences and the distinctive personalities of the various residences, it is important that RAs understand and have the skills and experience to support and complement the community where they live. These skills factor into RA selection and placement decisions. These decisions are made at the discretion of the Office of Student and Family Engagement (SFE) in consultation with students.

Eligibility:

Applicants must be currently affiliated with Caltech as a graduate student in good standing, and must be making satisfactory academic progress, as determined by both the student's advisor and the Office of Graduate Studies. Before assuming the role in July 2026, applicants must have completed a year of academic work at Caltech. The RA role should take priority over other commitments apart from those that relate to the RA's academic responsibilities at Caltech. RAs must be enrolled for the entirety of the assignment. Graduate students who have not yet completed candidacy should consider the commitment carefully. Post-docs, Caltech staff, and individuals who have previously been separated from the Resident Associate position are not eligible to apply.

Overview:

RAs are a key part of fulfilling the mission of Student Affairs and SFE as well as Caltech. RAs serve as a resource, community builder, advisor, and role model and to support students in their efforts to create fun and engaging residences communities. The RAs must support an inclusive community and build a positive, safe, and a respectful environment for students to learn and grow. RAs will be evaluated on

their contributions to the program and their engagement as positive and supportive members of the SFE team. This educational role is a one-year assignment from July 2026 to June 2027.

Reappointments are not guaranteed but will be at the discretion of SFE, who will take into consideration performance reviews, budget, plans for staffing and housing, academic factors, and approval from the Graduate Dean's Office.

Community Responsibilities:

- Identify students who need support and refer them to resources, including the Care team.
- Provide care for, and oversight of, students in residence
- Serve as a resource during evenings and weekends
- Offer educational programs each term
- Communicate regularly with residents and administrators
- Help students with resource information and identify ways for them to coordinate and meet with administrative offices
- Be available and accessible by way of open/office hours for students each week
- Enforce Institute policies through residential oversight
- Assist with Institute events/programs

Administrative Responsibilities (does not include all):

- Live full-time in their assigned RA apartment and be available on a regular basis
- Attend RA trainings and engage in on-going education about the role
- Attend individual and area meetings each week
- Provide coverage during at least one holiday break period (Thanksgiving & Winter Break)
- Eat meals with students
- Conducting community walks over the weekends on a rotating basis
- Assist with check-in, orientation, Rotation, and residential and housing events
- Complete appropriate trainings for the position
- Respond to campus emergencies
- Report housing needs and do damage assessments on a periodic basis
- Complete other duties as assigned

Non-Educational Benefits:

To assist RAs in the performance of their responsibilities, and to otherwise promote the educational opportunities created by the experience, RAs shall be eligible for the following:

- **Room:** This includes an on-campus apartment (including utilities). RAs are required to live in the apartment during the term of their assignment as a full-time resident. Furnishings are supplied by Caltech and must stay in the apartment. Storage and institute cleaning is not provided. RAs may be required to move out of the apartment to

accommodate changing needs in the community and/or renovations or improvements, in which case a new location will be provided.

- **Board:** Meal plan will be provided. More details will be available upon hire.
- **Parking:** One parking permit and a parking space.
- **Fellowship:** Monthly fellowship to cover incidentals and other expenses, including food. \$50 is included in this monthly fellowship for cell phone use. All RAs must have cell phones.