Additional Information for Assistant Resident Head Candidates

Eligibility and Qualifications for the Assistant Resident Head Position
Each of the Houses has at least one Assistant Resident Head assigned to it. An Assistant Resident Head must be a full-time College student at the University throughout the period of employment. Candidates must be at least 20 years of age OR at least a third-year undergraduate student at the time the appointment begins. Assistant Resident Heads must have a minimum cumulative GPA of 2.5/4.0, and must have spent at least one year at the University of Chicago before appointment to the position.

Terms of Appointment

Period of Employment and Eligibility
The appointment as Assistant Resident Head is an annual appointment with reappointment subject to a satisfactory review. Assistant Resident Heads must maintain their student affiliation with the University throughout their period of employment.

Annual Period of Appointment
Appointments to the Assistant Resident Head position begin in early September, about 2 weeks before the entering students arrive at the College, and end the Monday after the residence halls close at the end of Spring Quarter (mid-June). Staff members must participate in a training program prior to the arrival of new students in the fall. Assistant Resident Head appointments are made for the three quarters of the regular academic year (Autumn, Winter, and Spring). Assistant Resident Heads may not be employed outside of College Housing without the prior approval of their Resident Head(s). Assistant Resident Heads should assume that without prior approval, they may not hold other positions outside of the Housing staff position.

Compensation
Assistant Resident Heads are provided with a single room in the House where they are assigned, and a board plan for the 9 months of the academic year when the dining halls are in service. Summer room and board are not part of the compensation. Candidates receiving financial aid should check with the College Aid Office or their Dean of Students to learn whether employment as Housing staff will affect their aid awards.
Time Commitment

Presence in the House
An essential issue all candidates must address is whether they will give the time to be very actively involved in the daily life of the House. Assistant Resident Heads have no set hours, and it is extremely difficult to quantify the amount of time one must spend to do the job properly and well. There are some guidelines that illuminate the minimum expectations:

Assistant Resident Heads are expected to be in the House the majority of evenings and weekends, and to take most of their meals with the residents of the House. Staff members do not have to be in the House at all times, but must be present enough to know what is going on, to be available to students, and to be perceived as being available. Staff members are expected to respond to major problems in the community, to maintain order, and to perform routine administrative tasks. Successful staff members take the initiative in keeping in touch with students and in anticipating problems before they become crises.

Assistant Resident Heads must be in residence throughout the academic term, although on occasion there will be reason to be away for academic or personal reasons. Absence from the residence hall, even overnight, must be approved in advance by the supervising Resident Head(s). Absences should be particularly avoided during the first half of the Autumn Quarter and at the beginning and end of other quarters.

Assistant Resident Heads are not expected to remain in residence during the Winter and Spring interim periods, although they must remain until all students have checked out, room checks have been conducted and the residence halls are formally closed.

Duty, Staff Meetings and Participation in Resident Masters’ Events
In each residence a hall rotating duty roster is established which ensures that at least one member of the Housing Staff is present in a hall to handle emergencies every night when the halls are open. Staff members in each hall also meet as a group on a regular basis (usually biweekly) to discuss programs, problems, and the state of the Houses in general. In addition to attending individual House events, Assistant Resident Heads will be expected to attend events sponsored by the Resident Masters (where applicable) and Resident Heads, especially those that occur in the building such as study breaks and special dinners.