

Theme Community Resident Advisor (TCRA)

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 Theme Community Resident Advisor (TCRA) is to foster a safe, developmental, and inclusive residential community that enriches the educational experiences for students of all identities through the Residential Curriculum. The TCRA 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 2026 (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 2026 (Spring Graduation), are not eligible for appointment.
- Approved Reference from one of these entities
 - Professional Staff member or Graduate Assistant of a SJSU Department linked to the specific Themed Community
 - Advisor of a Student organization that is related to the themed community
- Be in “good conduct standing” not on active 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.*

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Preferred Qualifications

Preferred criteria for working with the seven Themed Communities:

Arts Village:

- Major within the College of Humanities and the Arts
- Exhibit an affinity with the visual or performing arts

Business Innovation and Leadership Development (BUILD):

- Major within the College of Business
- Understand the needs of business students

Community for Engineering Learning and Living (CELL):

- Major within the College of Engineering or the College of Science
- Understand the challenges that engineering students face

Black Scholars:

- Relate to the Black or African American community
- Be active in Black or African American entities (e.g. the BLOC-Black Leadership & Opportunity Center, Black Student organizations)

Sustainable Spartans:

- Demonstrate an awareness of sustainability issues and their impact on the global community
- Engage in sustainability efforts through related organizations or other entities (e.g. the A.S. Community Garden)

Rainbow Village:

- Aware of the issues that impact the LGBTQIA+ community
- Have interest in working with the PRIDE Center and the Gender Equity Center

Responsibilities*

- Assist in conflict management by facilitating roommate mediation(s)
- 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.
- Plan and engage in programs and initiatives developed by Residential Life community members
- 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.
- 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: Which include but are not limited to Student Leader Training, Move-In, Move-Out, Admitted Spartan Day (typically a Saturday in mid-April, etc.), Weeks of Welcome, Convocation, Recruitment, etc.

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- Complete community administrative tasks such as, but not limited to, incident reports, duty logs, health & safety checks, room checks, etc.
- Plan events with Campus partners, FIRS, PASCs, and AI coordinators
- Plan Legacy event for floor
- 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 \$17.55/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

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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