



DIVISION OF  
**RESIDENTIAL PROGRAMS &  
SERVICES**  
Bloomington

# 2018–19

## Graduate Assistantship Information & Application

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**FULFILLING *the* PROMISE**

# Who We Are

## **RESIDENTIAL PROGRAMS AND SERVICES**

Indiana University's Residential Programs and Services (RPS) houses approximately 12,000 undergraduates and also provides apartment housing. RPS is comprised of six departments, including Dining Services, Facilities Management, Finance, Residential Life, and other administrative offices. With dining services and facilities management staff a part of housing, we have a complete staff that works well as a team and is not dependent on outside vendors to deliver those services. The residence hall program at Indiana University offers a variety of living environments for single students in 13 separate residential centers. Each center accommodates 200–1,300 students and is managed by a leadership team which is comprised of some combination of a full-time professional Residence Manager and Assistant Residence Manager, plus Graduate Assistants. We prefer to hire graduate assistants that have had university housing or other related student affairs experience.

## **MISSION STATEMENT**

The mission of RPS is to bring the academic life of the university into the student's living environment by providing a residential experience, which best meets the educational and developmental goals of our residents outside the classroom, enabling them to succeed inside the classroom. Because high-quality physical settings are vital to realizing our mission, we will provide and maintain facilities that are: attractive and inviting; competitively priced; convenient to campus; environmentally healthy and clean; functionally designed, furnished and accessible; and safe and secure.

As part of a dynamic institution, we will collaborate with other university and community efforts to provide and support services that offer: a variety of nutritious food and multiple dining options; an increased probability of academic success; housing and support to conference participants; optimal technology; and space for student groups, university offices and community needs. Recognizing that learning takes place both inside and outside the classroom, we will create and support programs that demonstrate our commitment to: a variety of educational opportunities; communities that promote healthy relationships; diversity education that builds understanding and civility; faculty involvement in the lives of residents; leadership development and student governance; orientation for new students and their families; responsible and ethical behavior; strong academic communities; and thematic units and interest groups.

# Who We Are

## **STATEMENT ON DIVERSITY**

RPS is professionally and personally committed to celebrating the rich diversity of people who live and work in our residence halls and apartment housing communities. We believe that our living environment must foster freedom of thought and opinion in the spirit of mutual respect. All of our activities, interactions, and programs are enriched by accepting each other as we are and by celebrating our uniqueness, as well as our commonality.

The diversity of our communities takes many forms, which includes differences related to ability, age, education, gender, gender identity, genetic information, job role and function, national origin, race, religion, sexual orientation, socio-economic background, and veteran and military status. We believe that any attempt to oppress any individual or group is a threat to everyone in the community. We are guided by the principle that celebrating diversity enriches and empowers the lives of all people.

Therefore, everyone who chooses to live in, visit, or work in our residential communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat or abuse, whether direct or implied, physical or psychological, or verbal or written. Anger, alcohol or substance abuse, ignorance, life experiences, or “it was just a joke”, will not be accepted as an excuse. We will respond to such behavior in an appropriate manner, recognizing that education is our most powerful tool.

Our communities are alive, dynamic, inclusive, and rich environments designed to enable all individuals to grow to their full potential. Only by challenging our assumptions through exploring and understanding our diversities can we create an environment where creativity, individuality, and innovation are maintained. We pledge ourselves to this end.

# Policies

## EMPLOYMENT POLICIES

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout society as a whole. In this regard, Indiana University will educate, hire, promote, provide services to, and recruit persons based upon their individual qualifications. Indiana University prohibits discrimination based on marital status, national origin, race, religion, sexual orientation, or veteran status. The Division of Residential Programs and Services is committed to hiring a racially and culturally diverse staff. Minority candidates are strongly encouraged to apply. Indiana University is an Affirmative Action/Equal Opportunity Employer.

## COMPENSATION AND BENEFITS

At the time of employment, graduate assistants (GA) must be full-time Indiana University graduate students that have been admitted into a degree program.

All graduate assistants receive a stipend, insurance benefits, and a tuition fee reduction, which covers 24 credit hours at the university graduate school rate. All graduate assistants, except for the *GA for Curriculum Development*, receive room and board. Please see position descriptions at [rps.indiana.edu/employment](https://rps.indiana.edu/employment) for additional information. If requested, the division will also cover a tuition reduction for up to a total of six credit hours during the summer sessions.

Fee remissions do not cover audit hours, course-related fees, dedicated fees, or mandatory fees. An eligible appointee should be prepared to pay, at the time of registration, dedicated tuition fees which total 3.5 percent of tuition (see cost of IU at [studentcentral.indiana.edu/pay-for-college/index.html](https://studentcentral.indiana.edu/pay-for-college/index.html)). Other mandatory and special course-related fees are the responsibility of the appointee, as well.



### *Dates to remember:*

**RPS Application Priority:** January 19, 2018

Applications received after this date may be considered, but will not be first priority as candidates invited for interviews.

**Interviews at Higher Education & Student Affairs Program (HESA) Outreach for HESA, internal and non-HESA candidates:** February 15–16, 2018 and February 22–23, 2018

# Application Process

## ELIGIBILITY

The graduate assistantship process for Residential Programs and Services (RPS) is separate from the academic admissions process, except for applicants to the Higher Education and Student Affairs Program. To be considered for an assistantship in RPS, you must be currently enrolled in a graduate program or in the process of enrolling in a graduate program at Indiana University for Fall 2018.

## APPLICATION MATERIALS

All application materials, including recommendation forms, are available as downloadable PDF files. Return completed application materials to [joinrps@indiana.edu](mailto:joinrps@indiana.edu).

To have a complete application on file, do the following:

1. Complete academic application to your intended graduate school and/or academic department by the respective deadline.
2. Submit the following to [joinrps@indiana.edu](mailto:joinrps@indiana.edu) in one email message:
  - RPS application form.
  - Current resume.
  - Transcripts from all higher education institutions in which you have been enrolled as a student (can be unofficial as downloaded from student portal).
3. Have two references submitted on your behalf (recommendation form and recommendation letter):
  - Recommenders should submit these forms directly to [joinrps@indiana.edu](mailto:joinrps@indiana.edu) by the deadline with the subject line: RPS Graduate Recommendation Form.

Applicants with incomplete application materials will not be eligible for interviews.

# Application Process

## **APPLICATION REVIEW, INTERVIEWS AND EMPLOYMENT OFFERS**

After application materials are received and verified as complete, a screening committee will review files and notify applicants of his/her status in the process. Separate screening committees exist for each of the assistantships offered by RPS. Applicants are encouraged to apply for as many positions as they are interested in pursuing. Qualified applicants will be invited for an on-campus interview. Campus interviews are an important part of the process and we strongly encourage candidates to visit IU Bloomington's campus. In the event qualified applicants are not able to visit campus, an alternative interview format may be arranged. We prefer to hire Graduate Assistants that have had university housing or other related student affairs experience.

RPS will begin offering graduate assistantship positions in early March 2018. All offers are contingent upon the applicant's acceptance to a graduate program at IU. Offers will be made on a continual basis until all positions are filled.

## **FINANCIAL ASSISTANCE AND OUTSIDE EMPLOYMENT**

Applicants who have scholarship awards are advised to check with the Office of Student Financial Assistance to determine if their financial aid package is affected by appointment to a graduate assistantship or graduate employment with RPS. Candidates hired by RPS will agree to forego all other employment, student teaching, and full-time internships while the university is in session.



### ***Questions and Assistance:***

Please contact Residential Life at [joinrps@indiana.edu](mailto:joinrps@indiana.edu) or 812-855-1766 if you have questions regarding the application process. Julia Ailes, Assistant Director for Selection, will be your best contact for questions about the process.

# Application

Please indicate the assistantship(s) for which you would like to be considered (check all that apply):

Graduate Supervisor for Diversity Education

Graduate Assistant for Student Leadership & Engagement

Graduate Assistant for Student Engagement—Hoosier Den

Graduate Assistant for the Community Leadership Development Center

Graduate Supervisor for Academic Initiatives

Graduate Assistant for Curriculum Development

Graduate Supervisor

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## Personal Data (please type or print):

Name:

Current Address:

Current Telephone:

Email Address:

Permanent Address:

Permanent Telephone:

# Application

## Academic Information:

Undergraduate Institution:

Location:

Major:

Graduation Date:

Are you admitted to an IU graduate program?

If yes, which department:

If no, indicate to which academic department you are applying, your intended major, and when you will know your admission status (if known):

Anticipated date of graduation from IU graduate program:

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## Recommendations:

Two recommendations are required for a complete application. If possible, please provide a recommendation from a current supervisor and one from a member of the university community.

### Recommender Name and Position/Title:

Address:

Telephone:

Email Address:

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### Recommender Name and Position/Title:

Address:

Telephone:

Email Address:

# Application

By signing this application form, the applicant is:

1. Representing that all information contained in this application is true.
2. Waiving the right to review recommendations.
3. Authorizing the release of any disciplinary information, which may be on file at any undergraduate institution attended.
4. Acknowledging they will submit to a criminal background check at the time of hire.

Applicant Signature:

Date:

## FULFILLING *the* PROMISE

**Do you have questions about the application process?**

***Indiana University Web Resources:***

Indiana University Bloomington Homepage  
[www.iub.edu](http://www.iub.edu)

Residential Programs and Services  
[www.rps.indiana.edu](http://www.rps.indiana.edu)

Office of Student Financial Assistance  
[www.indiana.edu/~sfa/](http://www.indiana.edu/~sfa/)

RPS Graduate Assistantship Position Description  
[www.rps.indiana.edu/gradjobs](http://www.rps.indiana.edu/gradjobs)

Bursar's Office (Fee and Payment Schedules)  
[www.indiana.edu/~blbursar/](http://www.indiana.edu/~blbursar/)