

DATE: February 6, 2019

TO: USC Graduate & Undergraduate Students

FROM: Amber Holloway, Assistant Director of Residential Life
Chey Gaston, Head Residence Coordinator

SUBJECT: Resident Assistant Position for USC Bovard Scholars

USC Bovard Scholars

USC Bovard Scholars helps high-achieving students with financial need gain admission to and succeed at the nation's top universities. Students participate in a three-week residential program on USC's campus and focus on four core areas: career exploration, admissions & financial aid guidance, test prep, and leadership development. Students receive subsequent one-on-one, remote support from Admissions Coaches in crafting personal statements and submitting their college applications. <https://bovardscholars.usc.edu/>.

The Resident Assistant Position

The USC Bovard Scholars Resident Assistants (RAs) are live-in student staff who serve as positive role-models, advisors, mediators, and event planners, organizing social events throughout the program. Each RA will be responsible for 10-12 high school students in the residential community. The ideal candidate will have previously worked in residential life or student affairs.

Successful RAs demonstrate the ability to foster and develop community among students of diverse backgrounds; have excellent interpersonal and communication skills to counsel residents regarding problems or concerns; and provide resource and referral information as needed. RAs work closely with the Head RA to maintain the safety and general well-being of minors and enforce all university, campus housing, and Bovard Scholars program policies. RAs are resourceful leaders who are familiar with USC student support services on campus, including student health center, cultural communities, DPS, etc. The RA position also requires maturity, integrity, excellent judgment, attention to detail, a good sense of humor, creativity, and energy.

Required Work Schedule & Compensation

- Dates: **July 8 - August 4, 2019** (*Mandatory staff training and development: 7/8-7/12; all applicants must reside in the residential halls. RAs may undertake limited part-time employment and other activities if these commitments do not conflict with scheduled responsibilities.*)
- Compensation for the Resident Assistant position is **\$1510.00 plus room and board** for the duration of the job assignment.

Other Benefits

- Campus housing
- Three meals provided daily, including weekends
- Evening and weekend excursions to possible sites: Knott's Berry Farm, Fulcrum Ropes Course, Santa Monica Beach, Jet Propulsion Lab, etc.
- Meaningful mentoring experience that helps cultivate a range of important qualities like leadership, problem-solving, and communication

The Application Process

Applicants should complete the online application (see link below) and send the following materials by February 28, 2019, to bovardscholars@usc.edu: **resume** and **cover letter**. Once all application materials have been received, selected applicants will be invited for an in-person interview.

Online Application Link:

https://docs.google.com/forms/d/e/1FAIpQLSeVcOGiJWKDn2pkL4fJpR2vvBHq4cZOKiZNznNaAxksZG2bEA/viewform?usp=sf_link