
CSWR Resident Application Form, AY 2024-2025 | Page 1

The mission of the CSWR residences is to form an intellectual community that seeks to foster exchange across various scholarly interests, religious practices, nationalities and other differences. It is a unique opportunity to share in a dynamic and inspiring community.

Legal Name: _____

Telephone: _____ Email Address: _____

Mailing _____

Address: _____

Harvard Affiliation: HDS ____ GSAS ____ Other _____

Program: MTS ____ MDiv ____ ThD ____ PhD ____ WSRP ____ Other _____

What year of your program are you entering? _____

Area of Research or Study: _____

We invite applicants to consider carefully how they might participate in the life and contribute to the mission of the Center. Please answer the following questions (in no more than 1000 words) and submit with this application form:

1. How will you contribute to the mission of the residential community? To the mission of the Center?
2. How do you see your intellectual work, broadly speaking, being advanced by living at the Center?

Please indicate your order of preference (1-3) for the following apartments during the academic year:

____ Studio apartment @ \$1,800.75/month ____ 2-bedroom apartment @ \$2,803.50/month
____ 1-bedroom apartment @ \$2,268.00/month ____ 3-bedroom apartment @ \$3,328.50/month

My spouse/partner/roommate will live with me at CSWR: ____ Yes ____ No

If yes, name of spouse/partner/roommate and Harvard affiliation, if applicable:

My children will live with me at CSWR: ____ Yes ____ No

If yes, names and ages of children:

Attach CV, supporting materials, and email the completed form by February 15, 2024 to CSWR@hds.harvard.edu

IF YOU ARE INTERSTED IN BEING THE CSWR RESIDENTIAL ADVISOR FOR 2024-2025, PLEASE COMPLETE THE APPLICATION FORM FOR A RESIDENTIAL ADVISOR ON PAGE 2.

CSWR Residential Advisors receive compensation in the form of rent reduction (equivalent to 50% of 1-bedroom rent).

See pages 3 and 4 for description of Residential Advisor duties.



CSWR Resident Application Form, AY 2024-2025 | Page 3

Job Description, Residential Advisor

Reporting to the CSWR Associate Director, the resident advisor (RA) is responsible for acting as a host to residents and dealing with building and resident-related issues during non-business hours. In addition, the RA is responsible for the specific, time-sensitive tasks detailed below. The RA must live on-site at the CSWR.

The RA position runs from August 19, 2024 through May 23, 2025. The compensation for this position is in the form of housing assistance, and more specifically, rent reduction. The RA will receive a reduction in rent equal to half the rent of a one-bedroom apartment (for AY24-25 a one-bedroom apartment is \$2,268.00 per month.) This compensation is applied in the following way: a reduction of \$1,134 September 2024 through May 2025. The RA is expected to devote approximately 10 hours per week to his role as RA, but the weekly hours will vary from week to week depending on need.

The RA is considered on duty any time the Center is closed (i.e., Monday through Friday from 5pm to 9am, and all day and night on weekends and University holidays). The RA may be away from the Center for one period of up to two weeks; total days away from the Center cannot exceed 21 days during the term of employment.

Responsibilities

- As appropriate, politely remind residents of CSWR policies and procedures as set forth in the CSWR Resident Handbook and monitor compliance.
 - Provide advice and recommendations that will assist new residents with adjusting to life in Cambridge, at Harvard, and at the CSWR.
 - Assist residents who are locked out of the CSWR complex and their apartment.
 - Assist residents with urgent problems related to their apartments (e.g., plumbing or electrical problems that cannot wait until the next business day).
 - Assist in and report emergency situations within the CSWR complex (e.g., resident accidents/injuries, facility breakdowns, unauthorized entry by trespassers) to the proper authorities (the Associate Director, Harvard FMO, etc.).
 - Organize social events for CSWR residents.
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CSWR Resident Application Form, AY 2024-2025 | Page 4

Specific Duties:

- Week of August 20: Greet and orient new residents, spending sufficient time with each to ensure they residents understand the policies and procedures of the Center and how all the features of the apartments and building work.
- Perform a walk-through of CSWR public spaces: once a night during normal workdays (Mon-Fri, between 8pm-11pm); and twice a day on Saturday, Sunday and University holidays (mornings between 9am-noon; and evenings between 8pm-11pm) to check security of all entrances and to observe any adverse building conditions (e.g., plumbing, electrical, heating, etc.).
- Add any non-emergency building operations issues to the CSWR online repairs spreadsheet.
- For all Emergencies (plumbing, heating problems, water leaks), call/email CSWR Residential Assistant during business hours; or the CSWR Associate Director, outside of business hours
- In conjunction with the other RA, attend and assist with set-up and clean-up for the following stafforganized events:
 - o Orientation/Welcome Dinner (September)
 - o End-of-Semester Dinner (fall)
 - o End-of-Semester Dinner (spring)
 - o Weekly World Religions Cafes (approximately 13 cafes each academic year)
- In conjunction with the other RA, organize the following social events for CSWR residents, by coordinating outreach, purchase of food/supplies, set-up and clean-up (please consult with residence coordinator about the budget allocated towards each event:
 - o Pumpkin painting (October)
 - o Thanksgiving dinner for residents remaining at the Center over the holiday (November)
 - o Monthly social events (October, November, January, February, March, April)
- In conjunction with the other RA, manage leftovers from events stored in the residents' fridge in the Events Kitchen, distributing leftovers to residents and cleaning out fridge on a regular basis.
- Meet with the Associate Director, financial associate/residential coordinator and assistant on a monthly basis.