
CSWR Summer Apartment Application, Summer 2024 | Page 1

Legal Name: _____

Telephone: _____

Mailing Address: _____

E-mail: _____

Harvard Affiliation: _____

The summer occupancy period runs for eight weeks from **June 10, 2024 to August 9, 2024**. Summer occupants must pay for this entire eight-week period in full, regardless of their actual arrival and departure dates.

Please indicate your **order of preference (1-3)** for the following apartment listed below. (The three-bedroom apartment is not available for rent for summer 2024.) The occupancy fees shown below are for the eight-week occupancy period:

____ Studio apartment @ \$3,969.00

____ 2-bedroom apartment @ \$5,985.00

____ 1-bedroom apartment @ \$4,830.00

____ The 3-bedrooms apartment is not available for the summer 2024

My spouse/partner/roommate will live with me at CSWR:

☐

Yes

☐

No

If yes, name of spouse/partner/roommate:

My children will live with me at CSWR:

☐

Yes

☐

No

If yes, names and ages of children:

Applications for summer residence are due on April 15, 2024. Apartments are assigned on a first come, first served basis as soon as they become available. The CSWR apartments are available for rent during the summer by anyone with a Harvard affiliation.

Once your application has been accepted, you will be sent an occupancy agreement via email that must be signed and promptly returned. You will be billed for the full amount of the rent; you will receive an invoice via email from Harvard University Accounts Receivable with instructions on how you can pay by credit card or check. (This payment is non-refundable.) Once this invoice is paid, the CSWR Associate Director will sign the occupancy agreements and we will return a fully-executed copy to you for your records. At that time, you can consider the apartment officially reserved for you

IF YOU ARE INTERESTED IN BEING THE CSWR RESIDENTIAL ADVISOR FOR THE SUMMER 2024, 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.

Please email the completed form to CSWR@hds.harvard.edu. The due date is April 15, 2024.



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Please include here your Cover Letter explaining your interest in this role and your relevant experience.

[illegible]

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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 in the Summer from June 10, 2024 to August 9, 2024. 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 the Summer 2024 a one bedroom apartment is \$4,830.00) 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 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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Specific Duties:

- Week of June 10: Greet and orient new summer residents, spending sufficient time with each to ensure the residents understand the policies and procedures of the Center and how all the features of the apartments and building work;
- Reach out to any new summer residents who arrived during the regular CSWR business hours to introduce yourself and go over key resources/instructions;
- Plan and organize two social gatherings over the summer;
- Assist residents with urgent problems related to their apartments (e.g., plumbing or electrical problems that cannot wait until the next business day). [residents will be advised to call University Operations Services directly in case of operational emergencies].
- Keep a log (shared excel file) of any requests/inquiries from the residents, outside of CSWR business hours (Apt#, issue type, description, date, follow-up action, status);
- 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
- Coordinate the two events in the Summer:
 - o Summer Ice- Cream Social Event
 - o Summer Pizza Social Event
- 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.