



SEMESTER AT SEA®

## **The Institute for Shipboard Education Resident Assistant Work-Study Grant Instructions and Application**

This application is for students interested in a work-study position as a Resident Assistant (RA) aboard the MV Explorer. To qualify as an RA, students must have a cumulative GPA of at least a 3.0 and be a current or recent RA on their home campus. Students receiving this grant will be expected to work 2 hours every day while at sea. There will be no work expectations while in port (with the exception of a 90 minute period before on-ship time). Students will also be expected to arrive several days before embarkation to assist the faculty and staff with pre-voyage preparation and student check-in. Work-study students hold an esteemed position within the shipboard community since they will have a special relationship with the faculty and staff onboard. With this award comes increased presence and responsibilities. As a result, recipients are expected to hold themselves to the highest standards when it comes to work performance and personal demeanor. Duties specific to the student life work-study position include:

- **Leadership**

RAs hold leadership positions of responsibility and will need to exercise authority in some situations. As leaders in the shipboard community, RAs are expected to do the following:

- Serve as role models for responsible behavior and personal integrity; exercise good judgment onboard and off of the ship
- Know and educate students about program policies and procedures (e.g. the honor code; the code of conduct; etc.)
- Work closely with, support, and advise other student leaders by attending co-curricular programs, activities and events and encouraging others to do so

- **Promoting Intellectual Life**

Together with the Living/Learning Team and the faculty, RAs help to create a living/learning environment that promotes academic inquiry and discourse and is conducive to studying. As educators and facilitators, RAs are expected to do the following:

- Working together with the Living-Learning Team, plan and promote educational opportunities and programs
- Create opportunities for faculty to have comfortable, informal interaction with students
- Promote the intellectual life through formal and informal discussions about international issues (e.g. culture, values, beliefs, social, political, and ethical issues)
- Share their intellectual and academic interests with students and encourage students to discuss their academic interests, experiences, goals, and future plans
- Know and be able to direct students to the academic resources and support services in the shipboard community (e.g. library resources, learning assistance resources, academic integrity/honor information, etc.)

- **Building Community**

RAs work together with the Living/Learning Team and faculty to create an environment in which all views, popular and unpopular, can be voiced, heard respectfully, and fully explored. As educators and facilitators, RAs are expected to do the following:

- Be sensitive to the needs of all groups in the shipboard community, and help students to be aware of each other's concerns.
  - Mediate conflict and help students to take responsibility for their shipboard community
  - Help establish community norms and ground rules to ensure open and honest communication and responsible student conduct.
  - Plan co-curricular program and discussions about intercultural issues, sexual orientation, religious beliefs, race, class, gender, and other diversity issues
- Personal Counseling/Advising

Residents seek advice from their RAs, and specific counseling responsibilities include being able to do the following:

- Be an active and effective listener
  - Help each individual attain a sense of self and personal well-being
  - Communicate support without assuming responsibility for the problem or decision-making
  - Identify crises that require immediate attention, and work with Living-Learning Team members and others to resolve crises.
  - Maintain confidentiality of both private conversations and staff discussions
  - Know appropriate offices and resources to which to refer students
- Administrative Responsibilities

RAs are expected to complete the following administrative tasks in a timely and efficient manner:

- Participate fully in RA/Work-Study Student Orientation (held prior to student check-in)
- Check in regularly—usually daily at sea—at the Living-Learning Team office
- Check email regularly—usually daily
- Post information on bulletin boards as directed by Living-Learning Team
- Participate in mid-voyage and end of voyage evaluation
- Assist Living-Learning Team at embarkation and onboard evening beverage service

Students are expected to perform work duties as assigned by the Dean of Students, Assistant Dean of Students, or Assistant Executive Dean. Any student failing to perform duties as assigned may be removed from the position and required to reimburse ISE for hours not worked. Students may only apply for one work-study position.

To be considered for one of the work-study positions please submit the following:

- Application (attached)
- Résumé
- 300-500 Word essay on the following topic:
  - Describe what work ethic means to you and cite one example of how you've demonstrated your work ethic in your past experiences.

**Applications must arrive in the ISE office by the due date listed for your voyage on the Semester at Sea web site.**  
**Faxed applications will not be accepted.**

Applications should be mailed to: PO Box 400885, Charlottesville, VA 22904  
 For Courier or Overnight Delivery: 2410 Old Ivy Road, Charlottesville, VA 22903

Phone: 800/854-0195 Email: [info@semesteratsea.org](mailto:info@semesteratsea.org)



SEMESTER AT SEA®

## The Institute for Shipboard Education Resident Life Work-Study Application

Name \_\_\_\_\_

Voyage: Spring 20\_\_\_\_\_

Summer 20\_\_\_\_\_

Fall 20\_\_\_\_\_

### Section 1

#### Home School Information

Home School \_\_\_\_\_

Current cumulative GPA \_\_\_\_\_

Please list any academic awards or honors:

\_\_\_\_\_  
\_\_\_\_\_

### Section 2

#### Work Experience

Please submit a résumé along with your application. What specifically in your work history will prepare you for working in the student life office aboard the MV Explorer?

\_\_\_\_\_  
\_\_\_\_\_

### Section 3

#### Essay

Submit a 300-500 word essay along with this application answering the following question:

- Describe what work ethic means to you and cite one example of how you've demonstrated your work ethic in your past experiences.

By signing below I hereby certify that all statements in this application and related materials are true. I authorize the Office of Financial Aid of the Institute for Shipboard Education to release my aid information to government agencies for reporting purposes.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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