



Recruitment of 2025 Spring Semester RA

1. Recruitment schedule

	Period	Note
Application period	2024. 11. 4. (Mon) ~ 11. 10. (Sun)	
Interview invitation	2024. 11. 11. (Mon)	via email
Group Interview with SUNY Korea	2024. 11. 13. (Wed) 13:00 ~ 13:45 OR 2024. 11. 15. (Fri) 15:00 ~ 15:45	Interviews will be held by IGC and University, respectively
Individual Interview with SUNY Korea	2024. 11. 13.(Wed) ~ 11. 18. (Mon)	
Individual Interview with IGC	2024. 11. 11. (Mon) ~ 2024. 11. 15. (Fri)	
Result Announcement	2024. 11. 20. (Wed)	via email
RA move-in period	2025. 2. 3. (Mon)	Tentative
IGC & University RA Orientation	2025. 2. 4. (Tues) ~ 2. 6. (Thur)	

2. Qualification

- Mandatory Schedule

Event	Period	Note
New Students Move-In Period	2025. 2. 13.(Thurs)	
Freshmen Mini Café Event	2025. 2. 13.(Thurs)	
New Student Welcome Week (NSWW)	2025.2. 14.(Fri), 2.17. (Mon) ~ 2.20.(Thurs)	<i>* Subject to change</i>
Returning Students Move-In Period	2025. 2. 20.(Thurs) ~ 2. 21.(Fri)	
Semester Start	2025. 2. 24. (Mon)	



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- IGC University student who will be enrolled in the Spring semester of 2025.
(Leave of absence or graduate is not allowed)
 - * **Those who are scheduled to take a leave of absence during the Spring semester of 2025 should not apply.**
- IGC University student who will live in IGC Housing during the Spring semester of 2025.
- Those who are in their second semester or higher in Spring 2025.
- IGC University student who has leadership and effective communication skills.
- Cumulative GPA 2.5 or higher in Spring 2024
- A person who can definitely participate in orientation (a person who cannot participate cannot apply)

3. Responsibility (Mandatory duty)

- Disseminate information from IGC Housing Office and University Student Affairs Team regarding policies, conduct, administrative matters, and campus events to residents.
- Responsible for maintaining accurate floor rosters and reporting changes of floor occupancy to IGC Housing Office & University Student Affairs Team.
- Address and document violations of university and IGC Housing policies including national law and report them to the IGC Housing Office & University Student Affairs Team.
- Attend monthly meetings with IGC Housing Office and University Student Affairs Team respectively.
- Submit a weekly activity report to IGC Housing Office every Monday.
- Attend CPR training held by IGC health center, as well as the fire evacuation drills and the mental health education programs held by the IGC Foundation.
- Maintain communication with administrator (IGC Housing Office and University Student Affairs Team) and attend meetings as requested.
- Maintain basic cleanliness of public lounge areas (kitchens), including regular trash removal to the basement, sink waste removal, and recycling.
- Report any maintenance issue to the IGC Housing Office and University Student Affairs Team.
- In case of emergency, contact 119(emergency service) and notify IGC Housing Office, University Student Affairs Team or Security officer.



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4. Others

- Service Period: Spring 2025

univeristy	period	Position	
SUNY	2025. 2. 3. (Mon) ~ 2025. 6 .16. (Mon) ※ Start date is subject to change according to the schedule for the Spring semester of 2025	Housing A (double)	Male: 0
			Female: 0
		Housing B (single)	Male: 0
			Female: 0

- ※ If there are no eligible candidates they may not be selected.
- ※ If the total number of people is selected, there may be maximum 3 persons in the waiting list just in case.
- ※ RA can be additionally recruited if required after RA recruitment period is over.

- RA 3 STRIKE Policy: In case an RA receives 3 strikes for failing to perform his/her duties, the RA will not get the housing fee reimbursed for the entire period of his/her stay at IGC Housing for the semester.
- Floor and room assignment: RA will be assigned to their floor and room at the University' s discretion.

- Housing fee payment
 - * Housing fee will be reimbursed after all of his/her responsible duties have been completed at the end of the semester.
 - * 100% reimburse will be made if the evaluation scores of IGC and the University are more than 80 points (out of 100 points) according to the RA evaluation table after activities during the prescribed contract period.

IGC Evaluation list
1. Meeting (10%)
2. Weekly report (20%)
3. Public lounge management (10%)
4. Regular check-in support (20%)
5. check out (30%)
6. Performance (10%)
Total 100%



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5. How to apply

- Submit your application to IGC at “housing@igc.or.kr” using your University email account with the subject line in the form of “[University Name] 2025 Spring Semester RA application form_Your full name” before the deadline.

Shortlisted candidates will be contacted.

(Only the students who are selected for the interview will be contacted separately)

- Refer to the attached file for the application form (**You must fill out all 3 parts**)
- Please submit the application form and your Spring 2024 academic transcript

※ For more information, please contact 'housing@igc.or.kr' or 032-626-0220