

# Hertford College International Programmes

## Information for RA applicants

### **Who are we?**

A small team of teaching and administrative staff, spread across College and the Grad Centre.

### **What do we do?**

We run conferences and EFL programmes outside of term time, largely for high school and university students.

### **When do the programmes take place?**

Although we start preparing months in advance, our programmes take place in the spring and summer vacations. Each programme is usually between two and four weeks in length, the majority of which require RAs.

### **Why do we do it?**

Our primary role is to generate income for the college – money that goes towards supporting Hertford and its students.

### **How can you get involved?**

In order to run our programmes smoothly, we recruit for around 130 positions:

- 20 spring RAs
- 100 summer RAs
- 7 Office Helpers
- 2 Site Managers
- 1 Events Organiser

For RA positions, you can choose to work on one programme, or on several. We try to be flexible with your availability – if you want to work a little at the beginning of summer and a little at the end, for example, we will do our best to accommodate that. Equally, if you want to work for longer, we can offer you groups which fall back to back. Alternatively, you may want to consider applying for one of the Office Helper, Site Manager or Events Organiser positions which require availability for the whole summer period.

### **What is a Residential Adviser?**

The Residential Advisers are the most important and unique part of our programmes. RAs work and live alongside our groups, looking after them, chatting with them at mealtimes, leading them on excursions, and organising social activities in the afternoons or evenings. They are ambassadors for the college, and work closely with the International Programmes staff, as well as the other teams

within Hertford. Our RAs help our visiting students to improve their confidence in English, serve as their guides in Oxford, and offer a perspective on British Culture and student life.

### **Could I be a Residential Adviser?**

If you're keen to get to know students from other countries, the answer is probably yes! You don't need to know any languages other than English, and prior experience is not essential, as we provide extensive training and support. We're looking for individuals who are well organised and punctual, who take initiative and who love meeting new people. If this sounds like you, you should definitely apply!

### **Why should I apply?**

We offer competitive compensation and benefits (a weekly wage, food and expenses). Although your accommodation is not free, it is very competitive so you will still have a reasonable take home amount after the deduction. You will therefore be able to stay in Oxford, earning money and gaining valuable experience. By RA-ing you will gain confidence, make valuable connections, and develop your leadership skills.

It's also a great opportunity to give back to the college community, knowing that you're an integral part of the success of Hertford's International Programmes.

You will have the chance to visit beautiful landmarks and get to know lovely students from all over the world. It truly is a fun and unforgettable experience and many students choose to RA multiple times during their studies. Don't just take our word for it though – here's what some of our previous RAs thought:

*"I love RAing! It's really great to get to know people from a different country, with a different culture. I also love representing Hertford."*

*"I genuinely feel like I made lasting friendships and will hopefully meet up with everyone when I am next in Tokyo."*

*"Had a great time, will definitely be back for more!"*

If you are a Hertford student and are interested in RA-ing either during the spring or summer vacations, please complete an application form and return it to Mr Fatjon Alliaj (fatjon.alliaj@hertford.ox.ac.uk). Students from other Colleges are also free to apply.

The deadlines for applications are as follows:

**Spring 2019:** Friday 8<sup>th</sup> February 2019 (4<sup>th</sup> Week of Hilary Term)

**Summer 2019:** Monday 20<sup>th</sup> May 2019 (4 week of Trinity Term)