



wcaty

Wisconsin Center for Academically Talented Youth
University of Wisconsin - Madison

Residential Assistant Application

Accelerated Learning Program: June 25 – July 15, 2017 at UW-Madison

Summer Transitional Enrichment Program: July 16 – 29, 2017 at UW-Madison

Young Students Summer Program: July 30 – August 5, 2017 at Wayland Academy

Residential Assistants live in the campus dorm with the students and other RAs during the program. RAs are responsible for supervising students and planning non-academic activities. They help develop a spirited and friendly atmosphere among students in the dormitories, lead the students in activities, and ensure adherence to safety rules and other regulations required for the students' welfare. Specific responsibilities include the following:

Before the Program:

- Attend Residential Staff training held on the weekend prior to the onset of the program.
- Complete all employment forms, online trainings, background checks, and send verification to WCATY
- Prepare and work to achieve a smooth, clear, and friendly registration/orientation process.

During the Program:

- Work as a member of a team of RAs, who, under the direction and supervision of the Head Residential Assistant and Site Coordinator, will design and implement evening and weekend activities for students. On the STEP and ALP middle weekends, RAs are responsible for morning, afternoon and evening supervision and planning for activities, events and field trips.
- Work with the instructors and especially the Educational Assistants to understand and support students' academic experiences in the program and to foster continuous communication with all summer staff.
- Be directly responsible for the welfare and supervision of approximately twelve to sixteen students who will be assigned to your block. When students are not in class or with an instructional staff member, they should be accountable at all times through sign in/sign out forms, attendance checks, etc. At least one RA will supervise all informal or formal activities and events.
- Work with Head Resident Assistant(s), Residential Facilitator and the Program Director on problem-solving issues that arise with students.
- Accompany students with health concerns to University Health Services Office.
- There may be other duties as emergencies arise, such as student or counselor illness, accidents or absences – be prepared to handle these as needed.
- Be a role model and disciplinarian for the students and maintain a professional relationship.
- As role models, staff members need to conform to student rules within the confines of the program. Employees are expected to be drug and alcohol-free when on duty and when in the presence of students. Smoking is not permitted within the dorm area for the duration of the program.
- Attend and be on time for all RA meetings, meetings with instructional staff, and other meetings/activities as assigned by program staff.
- Attend and participate in Opening and Closing Ceremonies.

After the Program:

- Complete check-out/clean-up process of students' rooms on the final Saturday afternoon.
- Assume necessary responsibilities during transition between programs (i.e. organizing residential spaces, transporting supplies, etc.)
- Assist in the clean-up of general use areas in the dormitory.
- Submit evaluations to Program Director.

Salary: \$475 - \$525 per week depending on experience; a housing and meal plan is included.



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Submit your resume and cover letter with the following form:

Name: _____

Mailing Address: _____

E-mail Address: _____

Home Phone: _____ Cell Phone: _____

Gender: Female Male

Have you worked for WCATY previously?: _____

Have you participated in WCATY programs as a student? _____

Please select program(s) in which you are interested:

Accelerated Learning Program, UW-Madison (Grades 9-12) - June 25 - July 15, 2017

Summer Transitional Enrichment Program, UW-Madison (Grades 7-8) - July 16 - 29, 2017

Young Students Summer Program, Wayland Academy, Beaver Dam, WI (Grades 4-6) July 30- August 5, 2017

We also have a one week commuter camp at UW – Madison that is held from July 9th through 15th, 2017 for 6th through 8th grade students. There is a different position description and application for that position. Would you be interested in applying and interviewing for that position as well? Yes No Maybe

You may and are encouraged to apply for more than one program.

2017 Employment Application Timeline:

April 28, 2017:	Application deadline *Applicants are encouraged to apply early because interviews will take place on a rolling basis.
Beginning May:	Applications are evaluated, select applicants are interviewed
Mid May:	Program Director will confirm hiring status and position(s)

Employment offers are contingent on sufficient camp enrollment and a successful background check. WCATY is unable to confirm employment as a Residential Assistant until May. This is a temporary position that lasts 1 – 6 weeks.

Please submit resume, cover letter, and completed application to WCATY.
To submit your application via email, send it to Katie Effertz at effertz@wisc.edu