



## 2018 Summer Programs Residential Assistant Position Description

Young Students Summer Program: June 24-30, 2018  
Accelerated Learning Program: July 1 – July 21, 2018  
Summer Transitional Enrichment Program: July 22 – August 4, 2018  
Growing Early Minds (International Session): July 21-30, 2018

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 in June 2018.
- 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(s), Residential Facilitator and Program 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 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 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, Residential Facilitator and the Program Coordinator on problem-solving issues that arise with students.
- Accompany students with health concerns to University Health Services Office.
- Be prepared to handle other duties as emergencies arise, such as student or counselor illness, accidents or absences
- 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.

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