SUMMER RESIDENT ADVISOR JOB DESCRIPTION AND EXPECTATIONS (SUMMER 2014)

OFFICE OF CAMPUS LIFE AND LEADERSHIP

RA DUTY

1. Be on duty at least one night per week and one weekend per month.

2. Report to the hall office at 8pm nightly. Call security and tell them who is on duty and what her/his room phone number is. The RA then forwards the hall phone to their room when they leave the office.

3. Post duty signs in the building at the start of each duty shift.

4. Remain in the building for the duration of her/his duty shift as specified by the Office of Campus Life and Leadership (8pm-7am). RAs are required to do rounds of the building hourly. This is for the purpose of increasing staff visibility, building relationships with residents, checking out the physical well-being of the building, and being available to confront any violations of College policy.

5. Respond to any violations of college policy or counseling, facilities, custodial, operations, security, or crisis situations.

6. Clear all extended time away (weeknight, weekend, etc.) at least 24 hours in advance with the Summer Area Director(s).

7. Duty switch requests must be completed at least 24 hours in advance and must be approved by the Summer AD.

8. Perform other duty functions as outlined during training or as assigned by the Office of Campus Life and Leadership.

HOUSING OPERATIONS

1. Assist the Office of Campus Life and Leadership in maintaining accurate building occupancy information.

2. Be present for and participate in the opening and closing of the residence halls and summer session move overs.

3. Educate residents as to their responsibility for the upkeep and general condition of their room and hall.

4. Record basic maintenance work needs through the online work request system used throughout the academic year and keep Summer AD informed about requests submitted.

AVAILABILITY AND ACCESSIBILITY

1. Must be available to assist and advise residents.

2. Must promote an atmosphere of approachability/accessibility.

SUPERVISION

1. Work under the direct supervision of the Summer AD, all of whom are responsible for the management of summer housing.

2. Must attend weekly meetings with the Summer AD.

3. Communicate with Summer AD regularly, via day-to-day contact, weekly staff meetings, and/or individual meetings.

RESIDENT ADVISORS AS AN UPHOLDER OF POLICY

1. Document all policy violations, inform the resident involved of the documentation procedure, and submit the completed documentation form to the Summer AD by 9:00 AM the morning following the incident. If the incident occurs on the weekend submit the documentation by 9:00 AM on Monday morning. Understand and follow through on incident report forms.

2. Encourage residents to accept responsibility for their actions.

3. Enforce college rules and regulations in a consistent manner. Contact other staff members for backup when necessary. Do not avoid documenting violations; failing to enforce policies may result in termination.

4. Enforce quite hour policies and set the tone early. Encourage students to confront noise issues on their own.

QUALIFICATIONS

1. RA experience or equivalent leadership experience is preferred
2. Cumulative GPA of 2.50
3. A commitment of two summer sessions

COMPENSATION

1. On-campus housing for the summer

Note: This is a working document. This document will be changing and gaining more clarification throughout the academic year. Also, we may ask you from time to time to help out with different projects etc. that are not mentioned in this document. We expect you to volunteer to assist the Office of Campus Life and Leadership with additional projects as needed.

Updated: 2/18/2014