

Southern Ohio Youth Regents STEM & Foreign Language Academy

Lead Resident Advisor Job Description

Title: STEM Academy Lead RA

Type of Position: Temporary

Dates of Employment: June 10 – July 2, 2010

Salary: \$2250

Description: In general, this position assists the STEM Project Director in the coordination and implementation of the Southern Ohio Youth Regents STEM and Foreign Language Academy. This position will serve as a monitor over STEM Academy residential staff and students, and the person chosen will reside in campus housing during the three-week Summer Residential Academy. Responsibilities include but are not limited to the following:

- Assisting with development of campus activities during the three-week summer academy
- Help plan and lead Resident Advisor Training, Saturday, June 12 in conjunction with Project Director
- Serve as lead staff member and liaison between staff and Project Director
- Assisting with checking students in and out each week of the 3-week summer STEM Academy
- Promoting a positive experience for students including encouraging student learning groups, interaction between students, and providing assistance to students when in need, etc.
- Being a positive role model for students
- Assisting with student orientation, as it pertains to residential and social parts of program
- Supervising students and RAs during on and off campus activities
- Supporting residential staff
- Management of any issues that arise between students and/or staff
- Ensure that students and staff are aware of calendars and activities, class times and locations, emergency procedures, numbers, etc.
- Enforcement of student/staff rules and regulations
- Serving as a Resident Advisor to students if needed

Minimum Qualifications and Requirements:

Recent graduate or adult with teaching certification preferred. Strong leadership and communication skills are necessary. A criminal background check will be conducted before employment commences. Candidates should be available June 10 & 11 (8 hrs), Saturday, June 12 (9:00-3:00), and June 13-July 2 (Sunday-Friday, day and evenings). A tentative work schedule will be developed after hiring is complete. **Candidates must be willing to become certified for CPR and First Aid. Please submit documentation of CPR and First Aid with application, if already certified.**

Applications should be submitted no later than May 7, 2010

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