



The Southern Ohio Youth Regents STEM & Foreign Language Academy

Resident Advisor Job Description – 3 Week Program

Title: Southern Ohio Youth Regents STEM & Foreign Language Academy **Resident Advisor**
3 week program

Position: Temporary position – June 10 – June 29, 2007

Dates of

Employment: June 9, 2007–Mandatory RA Training for all staff (9:00 am – 5:00 pm)
June 10 - 15–First week of STEM & Foreign Language Academy (University of Rio Grande)
June 17 - 22–Second week of STEM & Foreign Language Academy (Shawnee State University)
June 24 - 29 – Third week of STEM & Foreign Language Academy (Shawnee State University)

Times you are obligated to work

Your week begins at 2:00 PM Sunday and concludes at 5:00 PM Friday each week of the STEM Academy.

Salary: \$350.00 per week (plus housing, and meals are provided).

Description: In general, this position provides supervision and support to students in our STEM & Foreign Language Academy summer program. Selected applicants will be required to stay at both campus locations. Responsibilities include but are not limited to the following:

- Preparing campus housing for students
- Supervising students on and off campus
- Participating in and assisting with student orientation
- Promoting a positive experience for students including encouraging student participation in activities, assisting with planning of evening activities, encouraging interaction between students, promoting and academic environment and encouraging good study habits, and providing assistance to students when in need, etc.
- Being a positive role model for students
- Serving as liaison between students, Program Manager and Lead Resident Advisor
- Communicating with and support other residential staff, including supervision of students
- Facilitating and managing issues that arise between students and/or staff
- Ensuring that students are aware of program schedules, locations, and activities
- Enforcing student rules and regulations
- Post-academy clean-up of campus housing (weekly)

Minimum Qualifications and Requirements:

Previous experience as a college Resident Advisor (RA) or former experience with similar summer youth programs is preferred, but not required. Knowledge of university policies and procedures is preferred. Strong leadership and communication skills are necessary. A criminal background check will be conducted before employment commences. **All STEM Academy Resident Advisors MUST be able to adhere to indicated work times.** Educators, college juniors and seniors or recent graduates are encouraged to apply. **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.**