

Resident Advisor Job Description – Summer Residential Programs

Title: Resident Advisor
Part time, summer employment, June – July 2009

Dates of Employment: Mandatory RA Training for all staff – dates to be announced
June 8 – 12 Tech Prep Bridge to Success
June 7 – 12 STEM & Foreign Language Academy – Week 1 (University of Rio Grande)
June 14 – 19 STEM & Foreign Language Academy – Week 2 (Shawnee State University)
June 21 – 26 STEM & Foreign Language Academy – Week 3 (Shawnee State & OU Southern)
July 19 – 24 Summer Honors Institute for Gifted Students – Week 1
July 23 – 31 Summer Honors Institute for Gifted Students – Week 2
July 19 – 31 Summer Honors Institute for Gifted – Two Week Program

Times you are obligated to work

Your week begins at 12:00 Noon Sunday and concludes at 5:00 PM Friday each week of the program. (The two-week Summer Honors RA's will all work throughout the week-end).

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

Description: In general, this position provides supervision and support to students in University Outreach Services Summer Residential programs, including Tech Prep Bridge to Success, STEM & Foreign Language Academy, and the Summer Honors Institute for Gifted Students. Selected applicants will be required to stay at the designated 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-program 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 fingerprinting and criminal background check will be conducted **before** employment commences. **All Resident Advisors MUST be able to adhere to indicated work times.** Educators, college 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.**



For additional information please contact
University Outreach Services, 740.351.3274, or toll free 1.866.672.8778