



## **RESIDENT ASSISTANT JOB DESCRIPTION**

Resident Assistants (RAs) provide support to all participants. RAs play a vital role in developing a positive, safe, and enriching program experience for every student. RAs work closely with the program manager, resident director, students, and professional staff.

### **The Resident Assistant Must Be:**

1. Committed to creating an inclusive environment where all students can reach their potential emotionally, socially, intellectually, physically, and culturally
2. Willing to encourage students to reach their highest potential while at the program
3. Open to efficient and effective communication with the program administrators, program manager, other RAs, students, and staff
4. Able to develop a genuine connection with program administrators, other RAs and students while being empathetic and considerate of everyone's experiences

### **Overview of Assignments, Responsibilities and Duties**

The following provides an overview of the types of duties, activities and responsibilities which are assigned to the Resident Assistant

#### **Assignments:**

The assignments include, but are not limited to:

1. Work with a team of up to 20 RAs, one Resident Director, and one Program Manager and oversee up to 20 students
2. Assist professional staff with preparation, organization, and instruction of activities
3. Oversee the students during mealtime & chaperone activities
4. Follow the rules, regulations and policies of facility and the Summer Program
5. Attend scheduled training sessions and staff meetings
6. Meet paperwork deadlines and/or other responsibilities as assigned by the Program Manager, including media releases and evidence of the required clearances

#### **Specific Responsibilities:**

1. Assist students with checking in and out of housing
2. Keep accurate record of names, room assignments, activity sign up and students' schedules
3. Report any illness, accident, or behavior problems to the program manager in a timely manner
4. Report cases of lost, damaged, or stolen property to the program manager
5. Report any maintenance issue and/or damages to equipment and/or rooms to the program manager
6. Post, read and maintain confidentiality with information, announcements or notes pertaining to the students



### **Essential Duties:**

1. Ability to communicate clearly in person and/or in written format
2. Ability to relate to students and staff in a professional and productive manner
3. Ability to coordinate and implement planned activities
4. Ability to travel independently while performing all job duties
5. Ability to independently complete all assignments, responsibilities and duties listed above

### **Training**

Resident Assistants will be required to participate in training sessions prior to the arrival of the students. Attendance at scheduled training days is mandatory for employment.

Training Areas Will Include:

- Program Overview
- Resident Assistant Roles and Responsibilities
- Information on working with individuals who are Blind and Visually Impaired

### **Period of Employment, Payment, and Compensation**

Employment will require mandatory attendance at the RA training orientation days and the ability to work the full length of the program:

- Virtual RA Training: May 23<sup>rd</sup>, 2023, 12:30p.m. – 4:30p.m.
- RA Arrival Day: June 22, 2023
- Summer Academy Program: June 24<sup>th</sup> to June 30<sup>th</sup>, 2023

### **Pay Rate:**

- The Resident Assistant position will work an average of 8-10 hours per day, and be paid a daily rate of \$150.
- Any hours worked beyond the daily schedule due to programmatic needs will be paid at a rate of \$15 per hour.
- Daily shifts will vary based on the Summer Academy schedule.
- First shift is approximately 6:00a.m. – 3:00p.m. and Second shift is approximately 3:00p.m.- 11:00p.m.

### **Housing/Meals/Parking:**

- Housing, meals, and parking are provided.

### **Payments:**

- All employees will receive a paycheck via mail approximately 60 days from the end of the program.



## **Dismissal**

If, in the judgment of the program administrator, the resident assistant is not meeting the job responsibilities as cited in this document, the person will be dismissed.

### Application Process

To apply, please visit: [2023 Summer Academy Employment Application](#)