

## **2023 Deaf and Hard of Hearing Summer Academy Program Job Description for Resident Assistant**

Resident assistants (RAs) provide support to student participants who are enrolled in the Deaf and Hard of Hearing Summer Academy located at Pennsylvania State University, State College, PA. The Deaf and Hard of Hearing Summer Academy is a ten-day experience for high school students who are deaf, hard of hearing or DeafBlind. All RAs play a vital role in developing a positive, safe and enriching program experience for every student. RAs are provided one-and-a-half days of training prior to the arrival of the students. RAs work closely with the students, Resident Director (RD), program directors and staff. RAs report directly to an assigned RD.

### **The Resident Assistant must:**

1. Create an inclusive environment where all students can reach their potential emotionally, socially, intellectually, physically and culturally.
2. Encourage the students to always reach their highest level of potential.
3. Communicate effectively with the other RAs, students and staff.
4. Connect with the other RAs, students and program staff in a highly professional, compassionate and genuine manner.

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

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

### **Duties:**

These duties include, but are not limited to:

1. Create an inclusive environment where all students can reach their potential emotionally, socially, intellectually, physically and culturally.
2. Oversee approximately 20-30 students.
3. Chaperone activities both on and off campus.
4. Follow directions from the program staff to assist staff with preparation, organization, and instruction of activities.
5. Provide mealtime supervision and support to students.
6. Observe students in classroom settings, make observations and report these observations to the team lead or lead instructor.
7. Report any illness, accident or behavior problems to the RD and/or program director in a timely manner.
8. Report cases of lost, damaged or stolen property to the RD.

9. Report any maintenance issue and/or damages to equipment and/or rooms.
10. Assist with checking students in and out of their housing. Registration will take place on Sunday, July 16, 2023. Check out is on Wednesday, July 26, 2023.
11. Keep accurate record of names, room assignments, activity sign-up and students' schedules.
12. Post, read and maintain as confidential all information, announcements or notes pertaining to the students.
13. Enforce curfew and lights out.

**Professional Conduct:**

1. Follow the rules, regulations and policies of Penn State University housing and the Deaf and Hard of Hearing Summer Academy Program.
2. Attend scheduled training sessions, staff meetings, classes and activities on time.
3. Meet paperwork deadlines and/or other responsibilities as assigned by the program director, including media releases and evidence of the required clearances.
4. Maintain professional boundaries with all staff and students.
5. Follow all policies listed in the RA handbook (i.e., social media, dress code, phone use etc.) and Penn State employee code of conduct. See the handbook and Penn State code of conduct for more information.
6. Represent Penn State, the Commonwealth of Pennsylvania and the Governor through their professional conduct while at Penn State University.

**Essential Skills:**

1. Ability to communicate using sign language is highly preferred, in addition to being able to use either spoken English or written English, or both.
2. Ability to adjust your communication style to match the students' communication styles.
3. Ability to relate to students and Deaf and Hard of Hearing Summer Academy staff in a professional and productive manner.
4. Ability to organize, implement and maintain enthusiastic participation by the students in planned activities.
5. Ability to travel independently while performing all job duties. (No car required.)
6. Ability to follow directions from a chain of command, i.e., RD or program directors.
7. Ability to independently complete all assignments, responsibilities and duties.

**Training**

RAs will be required to participate in a one-and-a-half-day training session prior to the arrival of the students. Training days are Friday, July 14 and Saturday, July 15. Students arrive on Sunday, July 16, 2023. Attendance at scheduled training days is mandatory for employment.

Training topics include:

- Program Mission
- Orientation to Pennsylvania State University, State College, PA, for program needs
- Training on Deaf and Hard of Hearing Summer Academy expectations; needed skills for students; curriculum overview; working with individuals with disabilities; etiquette and communication skills; team building activities and mentoring session topics
- Orientation and training on deafness and hearing loss, assistive technology, adaptive skills of daily living and assisting individuals with disabilities while keeping the mission of the Deaf and Hard of Hearing Summer Academy in focus
- Training on report note taking

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

**Period of Employment:** Employment will require attendance at the RA training orientation days from July 14 – 15, 2023. The Deaf and Hard of Hearing Summer Academy runs from July 16 – July 26, 2023. RAs are required to arrive on the morning of Friday, July 14, 2023, and be available to work from July 14 through July 26, 2023.

**Salaries:** The RA position will be paid a daily rate of \$150 per day for a maximum of 12 days. Daily work will vary based on the Deaf and Hard of Hearing Summer Academy schedule. Work will average 8 – 10 hours per day with breaks during their shifts.

**Housing/Meals/Parking:** Except for RAs who maintain an off-campus residence in the State College, PA area, on campus housing is required and provided in a residence hall. All meals are provided at a dining hall at Pennsylvania State University's main campus. Parking passes are provided for the duration of the training and program.

**Payments:** All employees will receive a paycheck via direct deposit.

### **Dismissal**

This position is considered an at-will position. If, in the judgment of the program director, the employee is not meeting the job responsibilities as cited in this document and in the RA Handbook, the person will be dismissed.

### **Application Process**

If interested, please fill out the [2023 Summer Academy Employment Application](#) by 3/15/23. If selected for an interview, it will be held via Zoom or videophone. For more information about this opportunity, if you have additional questions or if you need reasonable accommodations for your interview, contact Russ Goddard at 724-936-5076 (voice), 717-831-0336 (videophone) or [rgoddard@pa.gov](mailto:rgoddard@pa.gov) (email).