

2023 Deaf and Hard of Hearing Summer Academy Program Job Description for Resident Director

The Resident Director (RD) provides direct supervision to the Resident Assistants (RAs) who are employed at the Deaf and Hard of Hearing Summer Academy located at Pennsylvania State University, State College, PA. In addition, the RD provides support to student participants. 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. The RD plays a vital role in developing a positive, safe and enriching program experience for RAs and students. The RD works closely with the students, RAs, program directors and staff, and reports directly to the program directors.

The Resident Director must:

1. Create an inclusive environment where all students can reach their potential emotionally, socially, intellectually, physically and culturally.
2. Encourage the RAs and students to always reach their highest level of potential.
3. Communicate effectively with the RAs, students and staff.
4. Connect with the 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 RD.

Duties:

These assignments include, but are not limited to:

1. Supervision of approximately 20 RAs.
2. Delegate tasks to RAs.
3. After consulting with the program directors, define expectations for professional conduct of RAs.
4. After consulting with the program directors, recommend disciplinary action to be carried out for RAs.
5. Oversee approximately 20-30 students.
6. Maintain a record of the RAs' schedules and ensure all are on or off duty as assigned.
7. Chaperone and supervise activities both on and off campus.
8. Assist staff with preparation, organization and instruction of activities inside or outside of the classroom.

9. Oversee RAs and students during mealtimes as scheduled.
10. Oversee activities in conjunction with staff.
11. Supervise “late watch” rounds of the dormitory setting to enforce curfew and lights out.
12. Enforce the rules, regulations and policies of Pennsylvania State University housing, as well as the information provided during staff orientation.
13. Enforce all rules, regulations and policies of the DHH Summer Academy program.
14. Attend scheduled training sessions and staff meetings.
15. Meet paperwork deadlines and/or other responsibilities as assigned by the program directors, including the contract, media releases and evidence of the required clearances.
16. Observe students in classroom settings, make observations and report these observations to the team lead or lead instructor.
17. 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.
18. Keep accurate record of names, room assignments, activity sign-up, and RAs’ and students’ schedules.
19. Report any illness, accident or behavior problem to the program directors in a timely manner. Respond to emergencies as appropriate.
20. Report cases of lost, damaged or stolen property to the program directors.
21. Post, read and maintain as confidential all information, announcements or notes pertaining to the students.
22. Report any maintenance issue and/or damages to equipment and/or rooms.
23. Communicate with the Program Directors daily to plan and review activities.

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., program directors, and enforce the chain of command by re-directing inquiries and assistance to the correct people within the chain of command as appropriate.
7. Ability to independently complete all assignments, responsibilities and duties.

Training

RDs will be required to participate in a one-and-a-half-day training session prior to the arrival of the students. Training days are Thursday, July 14 through 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 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 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. RDs 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 RD position will be paid a daily rate of \$200 per day for a maximum of 14 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: 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 directors, 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 (email).