LEADER FELLOW / RESIDENT ASSISTANT
FOR LEADERSHIP INSTITUTE (9 POSTIONS)

ABOUT US:
The Brown University Pre-College Summer Program enrolls over 5,000 high school students (15-18 years old) from the United States and other countries to explore academic enrichment and intellectual growth. Students attend courses ranging from one to seven weeks in length, with hundreds courses to choose from. This is an opportunity to experience college level academics, engage in fun and challenging activities, make decisions in an independent setting, and learn from a diverse group of peers.

GENERAL JOB DESCRIPTION:
The Leader Fellow / Resident Assistant position offers an opportunity for undergraduate students to gain practical experience in Residence Life and leadership development for a summer pre-college program dedicated to preparing talented students to make a successful transition from high school to college. The Leadership Institute holds three sessions, two weeks in length, which focus on helping students develop the knowledge and skills associated with socially responsible leadership. Each Leadership Fellow/Resident Assistant will oversee an area of a residence hall with students, encourage students’ personal growth and social responsibility, and foster a welcoming and inclusive community. The practical experience consists of four parts: intense training led by professionals in student affairs; crisis management, community building, and student support; academic assistance; and leadership programming. This position reports to a Resident Director.

Mission of Leadership Institute:
To help students develop and apply the knowledge, skills and attitudes associated with effective and socially responsible leadership. All Leadership Institute students create an Action Plan that addresses a pressing social issue in their school or community. Students develop these plans while they are here in the summer, present their ideas to their peers, and then work on the project when they return home. Review student plans in our digital Action Plan library which contains examples of the work our students have done in the past.

For more information about the Leadership Institute, please visit our web site at: http://www.brown.edu/scs/pre-college/leadership/

This position demands excellent organization and communication, strong leadership, attention to detail, follow through with assignments, and the ability to work collaboratively as part of a team. A successful Leadership Fellow/ Resident Assistant will also exhibit a positive attitude with energy and enthusiasm, a sense of humor, flexibility, and the interest to work with diverse students and staff from different backgrounds. Ideal candidates will have a commitment to social justice and previous engagement with social change efforts. This is a live-in position that requires all staff to display professionalism, maturity, role modeling behavior, and good judgement at all times.
PRIMARY JOB FUNCTIONS:

- Attend and participate in Resident Assistant and Leader Fellow Training.
- Plan and facilitate activities designed to promote community and leadership development.
- Provide daily classroom support to instructors and assist students with assignments as needed.
- Participate in the outdoor Challenge Ropes Course training and facilitation for students.
- Assist students with the development of an Action Plan.
- Oversee an area/building with students. Students will change with each session.
- Serve as a mentor and resource regarding policies and procedures.
- Build a sense of community and belonging amongst the students in area/building.
- Mediate roommate conflicts.
- Provide assistance with seven Sunday check-ins, ranging from 350 – 1,750 students each week.
- Answer student and parent inquiries.
- Serve on a 24-hour emergency duty rotation, which includes conducting rounds, submitting duty logs, assisting with lockouts, offering student support, and availability via duty phone issued by Brown University. Only when the Leadership Institute is in session.
- Accompany students to the hospital and/or doctors appointments, if necessary.
- Report unsafe, inappropriate, and concerning behavior.
- Act as a liaison to refer students to appropriate resources as needed.
- Responsible for administrative paperwork including, but not limited to health and safety forms, duty logs, and program forms.
- Work collaboratively with various departments, such as the School for Professional Studies, Media Services, Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.
- Attend weekly staff meetings when not in session.
- Meet with supervisor for weekly one-on-one and team meetings
- Promote a welcoming and inclusive environment.
- Other duties as assigned.
- Work evenings and weekends regularly.

REQUIREMENTS:

- Must be an undergraduate student.
- No other employment, internship, or academic course (unless directly connected to this internship).
- Evening and weekend work is expected.
- Limited time off based on supervisor approval.
- Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

COMPENSATION:

- $360 per week, up to nine weeks. Gross stipend.
- Contract Dates are June 3, 2016 to August 7, 2016.
- A single room and a meal plan.