RESIDENT ASSISTANT

ABOUT US:
The Brown University Pre-College Summer Program enrolls over 5,000 high school students (15-18 years old) from all over the world to explore academic enrichment and intellectual growth. Students attend courses ranging from one to seven weeks in length, with hundreds of 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 Resident Assistant position offers an opportunity for undergraduate students to gain practical experience in residence life for a summer pre-college program dedicated to preparing talented students to make a successful transition from high school to college. Each Resident Assistant will oversee an area of a residence hall with students, encourage student’s personal growth and social responsibility, and foster a welcoming and inclusive community. The practical experience consists of three parts: intense training led by professionals in student affairs, crisis management and student support, and coordination through hands-on leadership experience. This position reports to a Resident Director.

This position demands excellent organization and communication skills, strong leadership skills, attention to detail, follow through with assignments, and the ability to work collaboratively as part of a team. A successful Resident Assistant will also exhibit a positive attitude with energy and enthusiasm, a sense of humor, flexibility, and the interest to work with students and staff from different backgrounds. This is a live-in position requires that all staff to display professionalism, maturity, role modeling behavior, and good judgement at all times.

PRIMARY JOB FUNCTIONS:
- Attend and participate in Resident Assistant Training (no outside commitments during this time).
- Oversee an area/building with residents who change for each session.
- Serve as a mentor and resource regarding policies and procedures.
- Build a sense of community and belonging amongst the residents in area/building.
- Mediate roommate conflicts.
- Plan and facilitate activities and programs designed to promote community, wellness, and academic success.
- Encourage students to attend community events offered by other staff and the School for Professional Studies.
- Chaperone on-campus social events and off-campus trips (days, evenings, and weekends).
- 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.

Accompany residents to the hospital and/or doctor’s appointments, if necessary.

Report unsafe, inappropriate, and concerning behavior.

Act as a liaison to refer students to appropriate resources as needed.

Complete 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, Brown Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.

Attend weekly staff meetings on Thursdays.

Meet with supervisor for weekly one-on-one.

Participate in Outdoor Challenge Ropes Course training and facilitation to students in the Leadership Institute (optional).

Complete other duties as assigned.

Work evenings and weekends regularly.

**REQUIREMENTS:**

- Must be an undergraduate student.
- Given the responsibilities of this position, only 15 hours a week of outside commitments are permitted (includes but not limited to any employment, internships, research positions, teaching assistant positions, or educational opportunities including class requirements). These hours cannot take place on Sundays.
- No outside commitments from June 3, 2016 to June 10, 2016 due to required training.
- 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:**

- $250 per week. Gross stipend.
- Contract dates are June 3, 2016 to August 7, 2016.
- A single room and a meal plan.