

RESIDENT ASSISTANT JOB DESCRIPTION

The primary goal of the College Prep Academy residential program is the development of an environment conducive to the academic and personal growth of students living in the residence halls. The Resident Assistant (RA) is a college-aged student with responsibility for assisting in the achievement of these goals. Specific responsibilities include the implementation of programs that encourage community development and personal growth as well as the support and implementation of policies and procedures that encourage a positive academic environment. The RA also serves as a peer counselor and resource regarding the Upward Bound community. It is expected that any person who applies for an RA position is sincerely interested in the welfare of students.

Qualifications:

1. Leadership potential, personal qualities; i.e. good decision making, maturity, self-esteem, self-reliance, motivation, initiative, high energy level and responsibility, and strong interpersonal skills.
2. Applicants must currently be enrolled in college, have completed 60 credit hours (preferred), and have lived in a residence hall for 1 full year prior to employment. Exceptions may be granted by the Project Director.
3. Applicant with a similar background to target population is preferred.
4. Ability to walk up to 5 miles continuously, lift 50 pounds, and contribute in outdoor activities.
5. Ability to work extended hours with a positive attitude and function productively on minimal sleep.

Terms of Employment:

1. Period of Employment: The period of employment is 7 weeks during the summer. Specific dates are indicated in the RA materials. All RAs are required to assist in the move-in and move-out of the residence halls for each session. Continuation of employment is dependent upon positive evaluation by the Upward Bound staff and demonstration of continued enthusiasm for the position. RAs are expected to be the first residents in the residence halls and the last residents out of the residence halls.
2. Time Off: RAs are permitted time off during the day as specified in the weekly schedule and are off anytime all students have checked out of the residence halls for the weekend. RA's will return to duty on Sundays at 3:00 p.m. Any other time off must be arranged in advance with the Project Director.
3. Living Arrangements: RAs will be assigned to a staff room. A roommate may be assigned in the event of excess housing demand.
4. Work Load: It is fully understood that student life work in residence halls is not easily translated into hours worked. An RA can expect to be on duty on a regular basis, and should be accessible to students in the residence halls during evenings. Other responsibilities may be determined by the Project Director and RA Team Leader.
5. Additional Work and Extracurricular Activities: It is important that RAs remember that their position is demanding and thus their other activities will have to be limited. RA's are not permitted to hold other compensatory positions without the approval of the Project Director. RA's may not enroll in regular college courses, including online classes, unless prior approval is given.

Compensation:

RA's earn approximately **\$350** per week plus room and board, and expenses while on off-campus activities and/or the summer cultural trip. Compensation is also contingent upon FLSA ruling by US Supreme Court.

Responsibilities:

1. Welcome new students, assist them during move-in, and provide an initial orientation to the residence halls. Greet and talk to the parents who may accompany their sons or daughters to campus.
2. Work with residents to develop a community atmosphere in the house that facilitates respect and concern for others, openness, personal growth, and an atmosphere that is conducive to study.
3. Initiate appropriate conversations and visits with individual residents in order to become acquainted with them, their personal backgrounds, special interests and needs, and academic goals.

4. Provide peer counseling (listening and referring) for residents and respond appropriately in emergency situations. Provide support and assistance to other staff as necessary.
5. Attend daily RA meetings with the supervising professional staff members and the RA Team Leader. Work cooperatively with other staff in addressing residential hall and student concerns.
6. Provide leadership and assistance in planning and implementing community-building programs and activities.
7. Attend residential hall meetings on a regular basis to facilitate group communication.
8. Explain UB/UBMS policies to residents. Address inappropriate behavior on the part of residents. Consult with the professional staff as necessary to support the implementation of UB/UBMS standards (quiet hours, behavior, etc.).
9. Become knowledgeable and appropriately apply emergency procedures (e.g. weather, medical)
10. Perform administrative tasks such as checking in and checking out residents and reporting maintenance needs to appropriate staff.
11. Return to campus by 3:00 p.m. on Sundays and remain on campus until the residence halls close and all students have checked out at the end of each week.
12. Attend the entire week of RA Training prior to students arriving on campus.
13. Other duties as assigned by staff.