Typical Day for the Residential Dean

7:30  Breakfast is served. Be present and visible. Meet with the SRAs to discuss the RA meeting agenda.
8:00  Site office officially opens. This is a good time to get organized for the day and read CIMRs that have come in to you (with notepad handy).
8:45  Assist with handoffs: Classes meet and walk to class together with RA or TA. Check with nurse and health assistant to make sure all kids have gotten their meds.
9:15  RA meeting. Be sure to have someone take minutes so important issues can be brought to hall meetings. Remind RAs to write up any necessary CIMRs.
10:15 Check in with SRAs, RA committees, and the host institution to make sure you have spaces for activities, the activity lists are posted, etc.
10:45 Finish reading CIMRs and consider putting notes in RA mailboxes, or visit RAs personally, to offer encouragement, recognition, and feedback.
11:00 Administrative meeting with site director, academic dean, academic counselor, and office manager. Work collaboratively, discuss developments at the site, and update colleagues on news from the residential staff.
11:45 Lunch is served. Be present and visible.
1:30  Potential personal time. Be sure to have your cell phone or pager and tell the office manager or site director where you will be so they can contact you if necessary.
3:00  Activity prep time. Make sure kids know where to meet for their activities, be there for RAs who might not know where to get supplies, be ready to reorganize activities if it rains, etc.
3:30  Activity 1. Meet with students as necessary. Visit activities with SRAs.
4:30  Activity 2. Check in. Visit or participate in more activities.
5:30  Dinner is served. Be present and visible.
6:45-9:00 Students meet for evening session. Help RAs round them up. SRAs should be working on the hall meeting agenda, which should be printed and copied by 9:00. This may be good down time, or time to read CIMRs.
9:00  Students have unstructured time. Meet with students as necessary. Otherwise, be outside talking to people, making sure RAs are where they should be (on duty outside or monitoring residence halls).
9:45- Round up students into residence halls. Walk the halls with SRAs. Check in on hall meetings. Talk to RAs who need guidance and interact with students you’ve had to see for disciplinary reasons just to see how the day went.
10:30 Lights out for students. RAs will need to take turns walking around to see which lights are on, make sure all is quiet, etc.
11:00 Night out begins for some RAs. The remaining RAs should be on their halls.