A Typical Day for a Dean of Residential Life

8:00am: Site office officially opens. This is a good time to get organized for the day, catch up on paperwork, and touch base with RAs supervising breakfast.

9:15am: RA meeting. Be sure to have someone take minutes so important issues can be brought to hall meetings. Remind RAs to document any student concerns.

10:45am: Continue catching up on paperwork and consider putting notes in RA mailboxes, or visit RAs personally, to offer encouragement, recognition, and feedback.

1:30pm: Potential personal time. Be sure to have your cell phone and tell your SRAs and the office manager or site director where you will be so they can contact you if necessary.

6:35-9:00pm: Students meet for evening session. Help RAs supervise student hand-off to instructional staff. Help SRAs schedule occasional RA bonding activities during this time. SRAs should be working on hall meeting agenda, which should be printed and copied by 9:00. Catch up on paperwork. This may be good down time.