2016 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
RESIDENT ASSISTANT (RA)

All staff members are expected to adhere to the CTY Standards of Employee Conduct; to contribute positively to the site’s living and learning community; to ensure students’ physical and emotional safety; to uphold the Honor Code and enforce site rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The resident assistant (RA) is responsible for the supervision, safety, and well-being of students. The RA helps create a community where students can succeed socially and academically. The RA informs students of CTY rules and expectations and works to ensure that these guidelines are followed. While students are in class, RA commitments include attendance at daily meetings, planning and preparing student activities and events, and assisting with any residential program needs that arise. The RA is also responsible for conducting the daily and weekend activities and events for students.

Supervision
RAs are supervised by the dean of residential life (DRL) and the senior resident assistants (SRAs). They are also supervised by the site director, program manager, and assistant program manager of the site.

Work Schedule and Physical Requirements
RAs work seven days per week. RA working hours are primarily the hours students are not in class; other commitments include the morning meeting time, class visits, and additional time for planning and preparation of activities. Personal time will vary daily. RAs work weekends and have one day off per session (not to be taken on a weekend), to be scheduled by the SRAs and DRL. Because RAs have responsibilities during the day as well as in the evening, RAs may not take classes or hold second jobs while they are employed by CTY.

RAs are required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of the RA include but are not limited to:

Before Arriving at the Site:

1. Familiarize yourself with the CTY program catalog and any other materials.
2. Carefully read the Resident Assistant Handbook.
3. Complete any required pre-summer training, including any online training courses, before reporting to the site.
4. Check in with the site program manager or assistant program manager if questions arise.

Before the Students Arrive:

5. Arrive at the site on the date specified in your employment agreement in order to attend a training/orientation program prior to the arrival of students.
6. Prepare for arrival of students—inspect student rooms, design and prepare bulletin boards, and
prepare name tags for students’ doors.

7. Work closely with the instructors and TAs of your students to communicate expectations and to discuss supervision processes such as handoffs and supervision during meals.

Opening Day through Closing Day:

8. Greet and assist parents and students on the opening day of the session and help with the student airport shuttle as needed.

9. Supervise students at all times when they are not in class.

10. Act as a positive role model in both attitude and behavior.

11. Maintain order in the residence hall.

12. Be on call 24 hours a day.

13. See that students keep to the schedule of classes, activities, meals, lights-out, etc.

14. Attend residential staff meetings held each morning and any other meetings called by the site director, DRL, or SRAs.

15. Under the supervision of the SRAs and DRL, plan and implement the daily recreational program which consists of approximately two periods of varied afternoon activities Monday through Friday.

16. Serve on committees to plan and implement major weekend events. These committees should meet regularly, producing progress reports for the SRAs and DRL as requested.

17. Escort students to religious services as requested.

18. Visit your students’ classes for a minimum of two hours total per week.

19. Consult regularly with your students’ instructor(s) and TA(s) about the academic, social, and emotional welfare of your students.

20. Provide students with a supportive environment. Direct them to the academic counselor as needed.

21. Advise administrators of any disciplinary, medical, emotional, or academic problems a student may be having as soon as you are aware of the problem.

22. Assist in ensuring the health and safety of all students by following site medical protocols covered in orientation and written materials. As requested by supervisors, assist not only with health office logistics such as escorting students to/from the office or filing paperwork, but also with urgent medical situations, which may require accompanying students to the ER or to off-campus clinics.

23. Handle disciplinary issues according to guidelines established by the site administration.
24. Complete a Concern/Incident/Medical Report to document a student’s illness, injury, misconduct, social and emotional issues.

25. Participate in the residential staff’s supervision on the last night of the program (includes late night/early morning hall and site coverage).

26. Fulfill the responsibilities to the host college relating to the departure of students: ensure that rooms and halls are clean; all student keys, meal cards, and library books are returned; telephones are returned to their original location(s) and condition(s); and any furniture moved during the session is returned to its original location. Report any damages to the DRL.

27. Assist with the student airport shuttle as requested.

**After Students Depart:**

28. Assist with the packing of supplies.

29. Ensure that any equipment borrowed or rented during the session for RA or student activities is returned in good repair.

30. Be sure that the program manager or assistant program manager for your site has an address, telephone number, and email address where you can be reached during the upcoming academic year for occasional consultation, if necessary.