

**2018 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
RESIDENTIAL PROGRAM ASSISTANT (RPA)**

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.

As a member of the residential and administrative staffs, the residential program assistant (RPA) provides logistical support to the daily operation of both the site office and the residential program. In the residential program, all RPAs must be prepared to assume the duties of a resident assistant (RA) at any time.

RPAs are members of the site administration. All members of the site administration are expected to:

1. Work together as a team, keeping overall program goals in sight while managing a range of details.
2. Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
3. Anticipate and prevent potential problems.
4. Communicate promptly, clearly, and sensitively with other administrators, staff, students, parents, and the host institution.
5. Help the academic and residential programs work in harmony with each other.
6. Model professionalism.
7. Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect among summer staff, students, host institution staff, and full-time CTY staff throughout the program.

Supervision

The office manager is the RPA's direct supervisor. The office manager, in consultation with the site director, will determine the RPA's schedule as well as specific responsibilities and tasks. Once responsibilities and tasks are assigned, the RPA's work may be supervised by other members of the administrative team.

Work Schedule and Physical Requirements

RPAs work seven days per week. The RPA's daily schedule is full and demanding, as well as unpredictable. Very hectic periods may be followed by slow ones that require the RPA to take initiative in identifying tasks to perform. Whatever their scheduled duties, RPAs at all sites are required to be available on a 24-hour on-call basis in order to help handle emergency situations, and they are required to work weekends. RPAs are given two days off per session to be approved by and coordinated with the site director and office manager.

RPAs 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 RPA include but are not limited to:

Before Arriving at the Site:

8. Familiarize yourself with the CTY materials and program catalog.
9. Carefully read the *Residential Program Assistant Handbook* and the *Resident Assistant Handbook*.
10. Complete all required background checks and pre-summer training, including any online courses, before reporting to the site.

Before Instructional and Residential Staff Arrive:

11. Arrive at the site on the date specified in your employment agreement to assist the administrative team with set-up and planning. Duties during this time include setting up the site office as directed by the office manager and other administrators.
12. Perform supply runs. This often involves driving site-rented vehicles, which may be passenger cars or minivans.

Before the Students Arrive:

13. Prepare yourself to assume the duties of an RA (in the event that an RA is unable to complete his or her responsibilities) by participating in the RA training. Please note that when space permits, you may be housed on a student residence hall so that you are connected to the residence life atmosphere and schedule.

Opening Day through Closing Day:

14. Supervise students on shuttle runs on arrival and departure days. This will include driving students in site rental vehicles.
15. On a day-to-day basis, divide time between some or all of the following tasks (the office manager will determine how much time should be allocated to the various duties each day):
 - a) Office duties such as covering telephones, especially during meal times, at night, and on weekends; running errands (especially supply runs); picking up and sorting mail; and typing, filing, and photocopying. The office manager's procedures must be followed in carrying out these tasks.
 - b) Assisting with medical runs. This includes accompanying students to medical appointments on and off campus; communicating the provider's diagnosis and prescribed care to health office staff, the student's RA, the dean of residential life, and/or the office manager; and completing a Concern/Incident/Medical Report (CIMR).
 - c) Planning and conducting student activities and events, including weekend events. RPAs may take responsibility for activities on a rotating or daily basis, or they may work primarily on

weekend events. The RPAs' schedule will be determined by the office manager in conjunction with the site director.

16. Attend staff meetings (such as the daily RA meeting) as requested by the office manager or site director.
17. Assume the duties of the RA in the following circumstances and in any other circumstances as requested by the site director:
 - a) During the intersession period (beginning the afternoon of the Friday when the first session students depart and ending at noon on the Sunday when the second session students arrive), or in some cases for early arrivals or late departures.
 - b) When an RA leaves the program or if circumstances cause the residential team to be short staffed.
18. 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.
19. Complete a CIMR to document student illness, injuries, misconduct, property damage, or any other incidents that warrant a written record (always check with the site director if unsure).
20. In addition to performing assigned tasks, take initiative whenever possible in identifying other areas or projects that need to be tended to or completed for the site to continue operating smoothly.
21. Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

22. Ensure that any equipment borrowed or rented during the session is returned to the appropriate party in good repair.
23. Assist with the packing and storage of supplies.
24. Provide the program manager or assistant program manager for your site with an address and telephone number where you can be reached during the upcoming academic year.