

Sample Daily Schedule

*Minimum Requirements: High School Certificate or GED and 1 year experience working in an office setting. Must be 21 years of age and have a valid driver's license.

As a member of the administrative team, the residential program assistant (RPA) provides logistical support to the daily operation of both the site office and the residential program. Office responsibilities include providing clerical assistance, conducting supply runs, transporting students, covering the front desk, answering and returning phone calls, and tending to other tasks related to the smooth operation of the site. On occasion, an RPA may assist the resident assistants (RAs) in planning, preparing, and/or conducting daily residential activities and weekend events for students. All RPAs must also be prepared to assume the duties of an RA at any time. Specific RPA tasks and responsibilities vary widely with each site's and each day's demands. RPA days off typically occur at least twice per session and are part of the RPA duty schedule overseen by the office manager.

Sample Daily Schedule

Here's what a day in the life of a Residential Program Assistant (RPA) looks like. Exact schedules will vary from site to site.

RPAs work in shifts so this would be the shift based on RPA 1 who starts in the office. Supply runs happen 2-3 times a week instead of office shifts. Please note one RPA is generally working mostly with the residential logistics throughout the program instead of the main office.

Morning

- Open the office and work the front desk for a morning shift, checking phone and email messages and answering phones throughout the shift
- Sign commuter students in
- Organize supply run

Afternoon

- Eat lunch and take a break for the early afternoon
- Help supervise late-afternoon student activities

Evening

- Eat dinner
- Staff the front desk for an evening shift, checking phone and email messages and answering phones throughout your shift
- Sign commuter students out
- Organize supply run requests

Weekends

- The office is open throughout the weekend, so a typical weekend day looks similar to a weekday.

