

## Senior Resident Assistant

\*Minimum Requirements: High School Certificate or GED and 1 year of camp or residence life leadership experience

As a member of the site administrative team, the senior resident assistant (SRA) helps manage the day-to-day operation of the residential program and supervises the staff of resident assistants (RAs). The SRA collaborates with other site administrators to orient and train the residential staff, facilitates daily residential staff meetings, and provides oversight for the planning, preparation, and implementation of the residential program, especially daily activities and weekend events for students. As a supervisor, the SRA mentors and assists the RA staff in upholding CTY guidelines for employee professionalism and conduct. The SRA maintains scheduled office hours, works weekends, and is on-call at all times to meet residential program needs. SRAs may take 1-2 days off per session, to be approved by the dean of residential life and site director. Days off cannot be taken on weekends.

## Sample Daily Schedule

Here's what a day in the life of a Senior Resident Assistant Life looks like. Exact schedules will vary from site to site.

### Morning

- Attend breakfast and meet with the dean to finalize the Resident Assistant (RA) meeting and the day's plans
- Supervise in and out of the cafeteria
- Attend the handoff of students from RAs to instructional staff and address any issues
- Run the RA meeting
- Prepare activity rosters
- Supervise RA committee work

### Afternoon

- Eat lunch and supervise in and out of the cafeteria
- Observe and help supervise activities and speak to individual students as needed
- Check in with the dean about any issues that need attention

### Evening

- Attend dinner and supervise in and out of the cafeteria
- Prepare hall meeting agendas
- Help supervise students during evening social time
- Visit hall meetings
- Help supervise lights out and conduct final hall sweep of the night
- Check in with the dean on any issues that came up throughout the day that have not yet been resolved

### Weekends

- Be an active presence during weekend events and set aside blocks of time when you can be available to the RAs
- Check in with the dean regularly
- Visit floors during downtime to make sure things are going well
- Help supervise lights out and social time