

**2023 JOB RESPONSIBILITIES  
CENTER FOR TALENTED YOUTH  
DEAN OF RESIDENTIAL LIFE**

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 [\*CTY Student Code of Conduct\*](#) and enforce site rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The dean of residential life assumes primary responsibility for supervising the residential staff and ensuring the residential community is safe, engaging, and complementary to the academic mission of the program. In addition, the dean of residential life works closely with other site administrators to help coordinate the residential and academic aspects of the program. The dean of residential life, along with the academic dean, may be asked to assume the site director's responsibilities in the site director's absence.

The dean of residential life is a member of the site administration. All members of the site administration are expected to:

- Work as a team, keeping program goals in sight while managing a range of details.
- Help set the appropriate tone for the community, as described in staff handbooks and other documents.
- Anticipate and prevent potential problems.
- Communicate promptly, clearly, securely, and sensitively with other administrators, staff, students, parents/guardians, the host institution, and the CTY office in Baltimore using JHU-approved platforms.
- Help the academic and residential programs collaborate effectively.
- Model professionalism.
- 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.

**Supervision**

The dean of residential life is supervised directly by the site director and indirectly by the site's program manager and assistant program manager. The dean of residential life is the supervisor of the senior resident assistants (SRAs) and the resident assistants (RAs).

**Work Schedule and Physical Requirements**

The dean of residential life works seven days per week. The primary work hours for a dean of residential life cover the morning RA and administrative staff meetings, midday planning time, the activity periods, student social time and hall meeting time, and afternoon and evening office hours as coordinated with the site director. The dean of residential life may take some personal time each weekday, but times will vary and they must be coordinated with the site director with the understanding that work-related tasks and responsibilities take priority. The dean of residential life is on duty—i.e., in the office, at activities or events, on campus, or on call—each weekend (Friday-Sunday), including intersession. The dean of

residential life may take one day off per session, to be approved by the site director. Days off cannot be taken on weekends.

The dean of residential life is 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 dean of residential life include but are not limited to:

**Before Arriving at the Site:**

- Carefully read the Dean of Residential Life manual outlining policies and procedures to be followed during the program.
- Review the current year course offerings, the job responsibilities for the positions you will supervise, and the handbooks for RAs, SRAs, and residential program assistants.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Attend a two-day training the first Saturday and Sunday in June. This training may be delivered online or in-person; if in-person, CTY covers travel expenses.
- Access and familiarize yourself with CTY's designated communication and digital file storage systems; links, training, and login information for these systems will be provided during the onboarding process.

**Before Instructional and Residential Staff Arrive:**

- Arrive at the site on the date specified in your employment agreement to assist the site director and other site administrators in setting up the summer program and preparing for the arrival of staff (Thursday) and students (Sunday). Bring relevant technological resources such as a cell phone, laptop, etc. to use during your employment.
- Work with the site director and other administrators to establish administrative procedures and policies for the site.
- Train SRAs; supervising the assignment of RAs and students to residence halls.
- Help to plan and conduct staff orientation, airport shuttles for students, student check-in, opening ceremonies, student orientation meetings, and the class day.
- Assist the site director with preparing a site handbook to distribute to staff members when they arrive at the site. The handbook includes policies and procedures specific to the site, campus emergency telephone numbers for staff, and locations and phone numbers for important campus services.

**Before the Students Arrive:**

- Coordinate and lead orientation sessions for RAs. Content for orientation will be provided before the summer along with the Dean of Residential Life Manual. The site director, academic counselor(s), and SRAs should be involved in planning and implementing orientation sessions. Time should be set aside during the orientation period for residential staff to become acquainted with academic staff. Due to the time constraints of intersession, orientation for staff arriving second session will be abbreviated.

#### **Opening Day through Closing Day:**

- Be on call 24 hours a day.
- Attend to student housing concerns as they emerge during check-in.
- Address families at opening ceremonies and be available afterward to speak with parents/guardians who have questions.
- Assist the site director as needed in developing and implementing a process for running emergency drills for all residential buildings, including fire drills and any other drills required by the program, host institution, or state and local guidelines.
- Assist the site director in working with the host institution to ensure the effective operation of CTY residential programs and services. This may include scheduling facilities for non-academic activities, filling out maintenance work orders, working with the college's food services department, and coordinating the delivery of health services. In all contacts with the host institution, the site director and dean of residential life are expected to protect the programmatic and financial concerns of CTY.
- Supervise RAs and SRAs. This includes being readily available to staff, ensuring staff members carry out their job responsibilities fully, helping to resolve conflicts between staff members, and ensuring that CTY rules and guidelines for staff conduct are always observed. Any problems in staff performance and how they are being handled should be discussed promptly with the site director.
- Oversee the performance of the RAs at the site through observation of the residential program (activities and meetings), conversation with SRAs, and the implementation of ongoing training and professional development. Implement at least three Residential Life curriculum RA meeting modules each session.
- Verify that SRAs have planned for and implemented mid-session check-ins with all RAs during first session and second session-only RAs during second session. Confirm that students have completed mid-session check-in surveys, following up with their contents as necessary.
- Work closely with the SRAs to help them be effective leaders and administrators within the program, helping them to plan the agenda for the daily RA meetings, attending and helping to facilitate those meetings, and acting as a resource and problem solver for them as they carry out their administrative duties.
- Throughout the session, maintain a high level of morale among the residential staff.
- Act as a liaison between academic, residential, and administrative staff, fostering respect and

appreciation among the staff for each component of the program and a sense of working toward a common goal.

- Coordinate the day-to-day functioning of the residential side of the program, including daily campus life and recreational activities (e.g., talent shows, games, arts and crafts, sports, and movies). Involve SRAs and RAs in decision making as much as possible.
- Attend daily administrative staff meetings.
- At the direction of the site director, and in consultation with the office manager, coordinate the duties of the residential program assistants.
- 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, but also with urgent medical situations, which may require accompanying students to the ER or to off-campus clinics and assisting in adherence to COVID protocols.
- Handle student behavior management cases according to protocol established by the site director and the CTY main office.
- As requested by the site director, call and confer with families of students who are experiencing difficulty in the program.
- Coordinate chaperones and transportation for on-campus and off-campus religious services. Student attendance at religious services is chaperoned by RAs or other staff volunteers.
- In consultation with the site director, track and approve all spending on supplies for the residential program. For particularly large single item expenditures (over \$500), permission from the site director must be acquired before approving the purchase.
- Help to ensure that a *Concern/Incident/Medical Report* is completed by the appropriate person(s) when a student experiences illness or injury, no matter how minor, when a student's physical or emotional safety is in question, when a staff member is injured, when there is a problem with student behavior or academic performance, when there is an incident in which facilities are damaged, and when a student is sent home for any reason. Each completed *Concern/Incident/Medical Report* must be submitted to the site director.
- Cooperate with approved representatives of the media and other visitors to the site as approved by the program manager or assistant program manager for the site.
- Attend instructional staff meetings when possible.
- Assist the site director with planning closing ceremonies for families and the departure of staff and students at the end of each session.
- Work with the SRAs to ensure that written evaluations of resident assistants are completed in an accurate and professional manner.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by

JHU Campus Safety and Security.

**After Students Depart:**

- Assist with closing the site, including completing inventory sheets, packing, and storing items. Return appropriate materials to the program manager or assistant program manager for the site.
- Help prepare a list of students who have been recommended not to return to CTY or whose families should be contacted before they return. Families should have been contacted during the session and a brief explanation for each student should be included, in almost all cases. . This list should be compiled in close consultation with the site director and academic dean and may be submitted with one of their reports.
- Depart the site with the permission of the site director, assistant program manager, and/or program manager.
- No later than **September 1**, submit to the site program manager a final written report on the summer program at the site. The purpose of the site report is twofold: first, it should serve as a procedure manual for the following year's dean of residential life; second, it should provide information that will assist the program manager and assistant program manager in evaluating the summer program and planning for the following year. Consult your administrative manual for details about the content and format of this report.
- Provide the program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year for occasional consultation, if necessary.

## Sample Daily Schedule

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

### RESIDENTIAL SITES

#### Morning

- Attend breakfast and meet with your Senior Resident Assistants (SRAs) to finalize the Resident Assistant (RA) meeting and the day's plans
- Supervise in and out of the cafeteria
- Run the RA meeting
- Attend the daily administrative meeting

#### Afternoon

- Eat lunch and supervise in and out of the cafeteria
- Work in the office to complete paperwork such as Concern Incident Medical Reports (CIMRs), schedules, and parent phone calls
- Be available to RAs/SRAs during activity prep
- Help supervise activities and speak to individual students as needed
- Check in with SRAs about any issues that need attention

#### Evening

- Attend dinner and supervise in and out of the cafeteria
- Make sure RAs are ready for hall meetings
- Help supervise students during evening social time
- Visit hall meetings
- Help supervise lights out
- Check in with SRAs on any issues that came up throughout the day that have not yet been solved

#### Weekends

- Be an active presence during big weekend events and set aside blocks of time when you can be available to students and staff
- Stay on top of paperwork and logistics
- Visit floors during downtime to make sure things are going well
- Help supervise lights out and social time