

**2023 JOB RESPONSIBILITIES  
CENTER FOR TALENTED YOUTH  
SENIOR RESIDENT ASSISTANT (SRA)**

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

As a member of the site administrative team and under the direct supervision of the dean of residential life, the senior resident assistant (SRA) coordinates the day-to-day operation of the residential program and supervises the staff of resident assistants (RAs).

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 program documents.
- Anticipate and prevent problems.
- Communicate promptly, clearly, securely, and sensitively with other administrators, staff, students, parents/guardians, and the host institution 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 throughout the program.

**Supervision**

SRAs are supervised directly by the dean of residential life, and indirectly by the site director, program manager, and assistant program manager for the site. SRAs are the direct supervisors of resident assistants.

**Work Schedule and Physical Requirements**

SRAs work seven days per week. Their primary work hours cover the morning resident assistant 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 by the dean of residential life and site director. SRAs may take some personal time each weekday, but times will vary—they must be coordinated with the dean of residential life with the understanding that work-related tasks and responsibilities take priority. In addition to weekdays, SRAs are on-duty—i.e., in the office, at activities or events, on campus, or on call—each Friday-Sunday, including intersession. SRAs may take one day off per session, to be approved by the dean of residential life and site director. Days off cannot be taken on

weekends. SRAs may not take classes or hold second jobs while they are employed by CTY.

SRAs 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 SRAs include but are not limited to:

**Before Arriving at the Site:**

- Review the current year course offerings, the *Senior Resident Assistant Handbook*, the resident assistant job responsibilities, and the *Resident Assistant Handbook*.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- 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 with planning orientation for residential staff, taking inventory of residential supplies, setting up the site, and preparing for the arrival of staff and students. Bring your cell phone, laptop, etc. to use during your employment.
- With guidance from the dean of residential life, assign rooms for students and resident assistants in the residence halls.

**Before the Students Arrive:**

- Assist the dean of residential life with leading orientation sessions for resident assistants. 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.
- In conjunction with the dean of residential life, coordinate the scheduling of resident assistant duties as well as the planning of activities and special events.
- In conjunction with the dean of residential life, develop and maintain an effective system for monitoring student attendance at all activities and special events.
- In conjunction with the dean of residential life, prepare the agenda and lead the resident

assistant meeting each morning. Implement at least three Residential Life curriculum RA meeting modules each session.

- If requested, attend daily administrative staff meetings.
- Act as the first contact for the resident assistants in the problem-solving process. Advise the appropriate administrators of problems as they arise. See that resident assistants complete *Concern/Incident/Medical Reports* as circumstances dictate.
- 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 with health office logistics such as escorting students to/from the office or filing paperwork. Assist with urgent medical situations, which may require accompanying students to the ER or to off-campus clinics. Help ensure adherence to COVID protocols. Adhere to all requirements associated with being a mandated reporter.
- In conjunction with the academic dean(s), maintain an open channel of communication between the residential and academic staffs and help facilitate the coordination of the academic and residential programs. This may include attending instructional staff meetings.
- With the dean of residential life, coordinate a schedule of days off for resident assistants. Each resident assistant has one day off per session, not to be taken on weekends.
- Provide RAs with ongoing performance feedback, including midsession check-ins during first session for all RAs and during second session for second session-only RAs. In conjunction with the dean of residential life, confirm that students have completed mid-session check-in surveys, following up with their contents as necessary.
- Write an evaluation of each resident assistant using the template provided by CTY. Meet with the dean of residential life beforehand to discuss a protocol for writing evaluations. Submit evaluations to the dean of residential life for additional comment.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

**After Students Depart:**

- Ensure that any recreational equipment borrowed or rented during the session is returned in good condition.
- With the dean of residential life, coordinate the collection, inventory, and storage of all supplies used by the residential staff. The inventory should be submitted to the office manager at the end of the program.
- Help close the site as requested.
- Depart the site with the permission of the dean of residential life, site director, and/or program

manager.

- 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 Senior Resident Assistant Life looks like. Exact schedules will vary from site to site.

### RESIDENTIAL SITES

#### 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