



## SUMMER RESIDENT ASSISTANT (RA) JOB DESCRIPTION

**Start Date:** May 10, 2014 (after Finals)

**End Date:** August 14, 2014

### **General Expectations**

Summer Resident Assistants work extensively with the JCU summer housing community in Bernet Hall. The position responsibilities will be in the following areas: nightly duty coverage, check-in and check-out of summer residents, and programming for summer residents. We are looking for self-motivated individuals who are proud to be part of the JCU community, willing to hold themselves and others to high ethical standards, and are able to remain calm and problem solve when dealing with a student crisis. Preference in hiring is given to those with previous experience as a Resident Assistant.

### **Reports to**

Summer Graduate Assistant

### **Responsibilities**

- Serve as a liaison between the Office of Residence Life and summer residents
- Sit duty weekly, sometimes twice weekly, in the duty office from 8pm – 12am (which includes sleeping in the building until 8:30am)
- Serve weekend duty rotation Friday-Sunday in the duty office from 8pm – 12am (which includes sleeping in the building until 8:30am)
- Maintain office procedures and cleanliness in the hall office(s)
- Inspect rooms and common areas and process work orders for maintenance/cleaning issues
- Complete room condition reports for summer rooms
- Role model and uphold University policies and complete appropriate documentation
- Respond to resident and building crises
- Provide social activities for residents on a bi-weekly basis
- Create informational bulletin boards and hold administrative floor meetings
- Process student check-ins or check-outs on Saturday from Noon to 4 PM (once a month) and report to Summer Graduate Assistant
- Other duties as assigned

All Summer Resident Assistants attend a weekly meeting with the Summer Graduate Assistant to assist in duty planning, program planning, and updates on summer check-in and check-outs.

### **Qualifications**

- A positive attitude and a flexible demeanor
- Conflict mediation skills
- Ability to remain calm and critically think in a crisis situation
- Strong personal ethics and willingness to confront others behavior
- Strong attention to detail

- Enrolled as JCU student for Fall 2013
- Sense of humor and desire to have fun

**Remuneration**

Summer Resident Assistants receive a free double room in Summer Housing (Bernet Hall) with laundry, internet service, and cable. Summer Assistants work approximately 8-12 hours per week (evening/weekend duty shifts and check-in/check-out shifts on Saturday afternoons)

All Summer Resident Assistants will receive 5 days off ***with permission*** of their supervisor. Vacation days ***may not*** be taken May 17 or August 9-13.

