



RESIDENT ASSISTANT TRAINING INTERN

The Resident Assistant Training Intern (RATI) is a live-on para-professional staff member in the Office of Residence Life. The RATI reports directly to the Area Coordinator who co-chairs Fall RA Training and shares in the responsibility for all facets of Fall RA Training. The RATI will work 15 hours per week plus serve on the summer RA staff duty rotation. The appointment period is 11 May through 14 August 2015.

PRIMARY RESPONSIBILITIES

With the Co-Chairs of Fall RA Training (Associate Director of Residence Life for Residential Education and appointed Area Coordinator), significantly contribute to the development, organization and implementation of Fall RA Training. (80%)

- Conduct research and benchmarking around the Resident Assistant position and training done at other institutions
- Develop the training theme and design materials utilizing the theme, including welcome packets, the training schedule, nametags, door decs, staff T-shirts, etc.
- Communicate with student staff throughout the summer, including creating newsletter and answering questions
- Create video and other electronic media that engage and teach several training areas both in Residence Life and other offices
- Create and present one session at Fall RA Training
- Meet weekly with supervisor
- Participate in weekly Fall RA Training meetings

Residence Life Functions (20%)

- Serve on the summer RA staff duty rotation (2-3 nights per week)
- Provide occasional administrative support to Office functions and processes
- Complete other duties as assigned

REQUIRED QUALIFICATIONS

- At least one year of experience as an RA and returning to staff for AY 2015-2016
- Minimum cumulative GPA of 2.5
- Proficiency in Microsoft Office Suite (Word, Power Point, Excel, Publisher)
- Strong oral and written communication and critical thinking skills

REMUNERATION

- A free double room
- \$500 stipend
- Flexible vacation schedule