



JOHN CARROLL UNIVERSITY
RESIDENCE LIFE
Live where you learn. Learn where you live.

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 RA 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 as a summer RA staff (in which role they report to the Summer Area Coordinator and have a reduced duty requirement). The appointment period is 8 May through 14 August 2016.

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 to staff for AY 2016-2017
- 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 single room
- Flexible vacation schedule

as of 2/22/16