JOB SUMMARY: SUMMER ACADEMY RESIDENT ADVISOR

PURPOSE: To facilitate the academic, social, and cultural enrichment of high school students by being mentors, role models, and advisers while supervising participants.

2014 DATES: June 1-June 6 (Training); June 8- July 11 (Summer Academy) (room and board provided); End of Year Trip: Dates TBA.

DAYS OF WORK: Sunday evening through early Friday evening. (Participants go home every Friday evening and return on Sunday evenings).

SUPERVISOR: Resident Director

COMPENSATION: $2,500-$3,000 for the six week program including room, board, and travel, expenses, and all event admission fees (Pay dates are July 1, 2014 and August 1, 2014).

PRIMARY DUTIES

• Live in residence hall providing supervision to all program participants in general and to a specifically assigned group in particular.
• Establish and maintain positive, respectful, mentoring relationships with assigned group in particular and all participants in general.
• Develop, implement, and supervise a five-week schedule of recreational and social activities.
• Supervise assigned group in particular and entire population in general during short and extended field trips.
• Establish positive relationships with parents and other primary caretakers of program participants.
• Uphold duty roster responsibilities (dining hall supervision, on-call duty, hall duty, supervising evening activities, miscellaneous errands, etc.)
• Conduct weekly meetings with summer staff to implement activities that increase group cohesion, address particular group concerns, and promote open communication. Assist in planning and implementing weekly dorm meetings.
• Clarify, monitor adherence to, and enforce program policies and procedures with particular attention to rules governing student conduct.
• Conduct fire drills, tornado drills, building and room inspections, key and ID checks.
• Monitor visitor access to residence hall as well as participant movement in and out of the building and between floors.
• Participate in weekly training sessions and staff meetings with Program Advisors.
• Participate in weekly staff meetings and nightly updates with Resident Director.
• Prepare participant behavior reports; submit weekly activity reports.
• Develop cohesive relationships with the instructors/tutors.
• Assure that participants complete homework.
• Provide mentoring support in academic classroom, only when invited by the teacher.
• Assist in monitoring student behavior during Talent Performance.
• Other responsibilities as assigned by the Resident Director or Program Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS

• Junior class standing by the end of Spring Term 2014 with a verified 2.50 cumulative GPA at any accredited college or university.
• English proficiency (verbal, reading, and writing).
• Experience having lived in a residence hall (dormitory).
• Demonstrated maturity in use of appropriate leadership, communication, social and role modeling skills.
• Previous involvement with educationally at-risk, culturally diverse youth populations.
• Experience working with high school aged students.
• Commitments to helping students succeed in higher education.
• A valid driver’s license with a good driving record is a plus!

SUBMIT RESUME WITH COVER LETTER TO ABOVE ADDRESS BY March 3, 2014!