RESIDENCE HALLS
SUMMER RESIDENT ADVISOR
JOB DESCRIPTION

POSITION:
Summer Resident Advisor (SRA)

DATES OF EMPLOYMENT:
June 18, 2007 – September 4, 2007
Mandatory Training Dates: June 18-22, 2007

NUMBER OF POSITIONS AVAILABLE:
Eight (8). All SRAs will reside in Lothian Hall.

SALARY:
Full residence hall room and board and $100 monthly stipend or current monthly stipend.

GENERAL:
The Summer Resident Advisor is a paraprofessional member of UCR Housing. Under the direct supervision of the Resident Director, the Summer RA is responsible for enforcing policies and procedures; the Summer RA accepts general responsibility for hall/building property and for working directly with a variety of students residing on the assigned hall/building. They facilitate and set the mood for resident interaction and resident involvement in the hall community. The Summer RA assists in initiating a variety of programs and activities throughout the month for the assigned hall and building (such as: Residence Life programs that supplement Orientation and the Summer Bridge program and distribution of materials to residents). Finally, they contribute to the construction and growth of residents as well as possessing the maturity, integrity, sincerity, insight, responsibility, and respect for others to make this possible. The Summer RA is directly responsible for working with Bear Facts Orientation and Summer Bridge.

Expectations and Roles of the Resident Advisor:
1. **Student**: Be a role model for your residents by demonstrating academic success in your own education.
2. **Role Model**: Demonstrate appropriate behavior through actions, lead by example. Follow all UCR Housing and University policies and procedures.
3. **Group Leader**: Be actively involved and recognize resident leaders.
4. **Resource/Referral Person**: Be familiar with policies and procedures of UCR Housing and campus resources, and educate residents accordingly.
5. **Conflict Mediator**: Assist residents experiencing conflict in reaching an agreeable outcome.
6. **Staff member**: Support Residence Life staff decisions and enforce policies and procedures; interpret and communicate concerns and needs of the residents to the administration; complete administrative duties and support fellow staff members.
7. **Programmer**: Program events for area specializing in cultural, academic, educational and social aspects.
8. **Community builder**: Establish an environment of mutual respect and caring which is conducive to continuous growth and development.
9. **Student Conduct**: Educate students regarding community standards. Enforce student code of conduct, policies and procedures and document incidents in a timely manner.
10. **Time manager**: Balance academic pursuits, job demands, and personal life effectively, giving priority to academic work, and job obligations over all other areas of activity.
11. **Meeting Attendance**: Attend staff meetings, one-on-one supervisory meetings and tour duty hours as assigned by supervisor.
12. Perform other duties as assigned.
JOB REQUIREMENTS:
• Must spend evenings and weekends in the building for which you work as an RA. Must submit requests and get approval from supervisor for nights away.
• Must remain on the premises when on duty.
• May not hold any other employment or co-curricular position without permission from supervisor.
• Must have an active phone line connected in room and have working answering machine.
• Must assist the Professional and Head Resident staff with other job related requests as needed throughout the summer. In the event of an emergency situation, must assist staff with emergency evacuation procedures.
• Must reside in a unit assigned to you in A-I, Lothian or Pentland Hills during employment.
• Must be willing to assist other staff members and do your part to promote a team-oriented working environment.
• Must pass a background check.

APPLICATION REQUIREMENTS:
• Previous experience as a Resident Advisor or Program Coordinator is strongly preferred.
• Must have successfully completed a minimum of one academic year at an accredited university or college by Winter 2007. Juniors and graduating Seniors are preferred.
• Must have a 2006-2007 Cumulative GPA of 2.5 and complete 12 units.
• Must have resided in a Residence Hall or other large group living situation for a minimum of one full academic year.
• Must limit summer class schedule to 3 credits per session.

PREFERRED SKILLS/TRAITS:
• Maturity
• Trustworthy
• Organization
• Leadership ability
• Even temperament
• Healthy stress management skills
• Good oral and written communication
• Ability to multi-task
• Team player
• Flexibility in working with diverse, multi-cultural student population
• Assertiveness
• Self-discipline and control
• Conflict resolution competency
• Efficient time manager
• Proficiency with PC’s and windows

I have read the complete job description for the Summer (Bearfacts/Summer Bridge) Resident Advisor position and understand each requirement and expectation of the position.

X_________________________________________ X_________________________________________
Applicant Printed Name              Applicant Signature
Date                                  Date