

RESIDENCE LIFE SUMMER RESIDENT ASSISTANT

SUMMARY OF POSITION

Summer RAs serve the summer school student and camps and conferences population which is traditionally located in the Global and Colonnades Neighborhoods. Summer RAs are integral parts of the Residence Life summer staff team responsible for engaging residents in the residential campus experience by fostering a safe and healthy environment that is supportive of the students' personal and academic growth and development. Summer RAs are required to live in on campus housing for the duration of their employment and serve on the daily on-call rotation. **Employment dates: May 28, 2024 – August 1, 2024**

POSITION RESPONSIBILITIES

Summer RAs can work part-time or hold a part-time internship (up to 10 hours per week during summer sessions) as approved by their supervisor but must have availability during the day and throughout the week to complete their responsibilities.

COMMUNITY DEVELOPMENT AND EDUCATION

- Maintain a visible presence in the community by working directly with students in the summer neighborhoods.
- Aid in fostering a safe and inclusive environment for all, setting a high standard of excellence for customer service.
- Build relationships with residents that foster honesty, integrity, responsibility, and respect.
- Develop and maintain positive interpersonal relationships with residents through regular outreach to the community and individual interactions.
- Support residents in addressing concerns including resolving roommate conflicts and other personal challenges.
- Plan, coordinate, and facilitate community programs and events throughout the summer sessions.
- Maintain bulletin boards and neighborhood communication and flyers.

ROLE MODELING AND MENTORSHIP

- Serve as a mentor and leader within the community and actively engage in setting community standards.
- Serve as a role model for students by knowing and abiding by Elon University policies, procedures and Honor Code.
- Actively challenge, guide, and positively impact residents through care and support.

TEAM MEMBER

- Exercise good judgment, ethical decision-making, representing Residence Life and the position well.
- Actively participate in training prior to beginning employment, staff development, and other assigned tasks.
- Attend one-on-one meetings with supervisor(s) and weekly staff meetings Wednesdays at 1pm.
- Develop and maintain positive relationships and communication with building environmental services staff and the Facilities Management staff responsible for building and utilities maintenance.

ON-CALL AND ADMINISTRATIVE RESPONSIBILITIES

- Assume on-call responsibility and neighborhood walks to assist in the safety and security of residents, including serving as a mandatory reporter under Title IX guidelines.
- Assess the condition of furniture in common areas, safety concerns, and maintenance issues while on neighborhood walks. Report concerns as directed.
- Complete all required documentation (on-call logs, incident reports, programming forms, etc.) in a timely manner.
- Assist in facilitation of occupancy checks, room condition forms, health and safety checks, check-in and check-out procedures, lockouts, and other Residence Life processes.
- Schedule three hours each week in respective neighborhood office to complete administrative and programmatic responsibilities and, if needed, assist supervisor(s) with neighborhood office tasks.
- Serve as a liaison between Residence Life and residents by communicating pertinent information to residents and relaying any student or facility concerns to supervisor.

QUALIFICATIONS AND REMUNERATION

The Summer RA position is a student leadership position that requires about 10-15 hours per week for each summer session (this may vary slightly from week to week and includes three hours of office time per week in the respective neighborhood office). To be eligible, students must be enrolled as a degree-seeking student at Elon University and hold a minimum 2.5 semester and cumulative GPA. Previous experience living on campus, with student leadership, and sophomore status or higher by the time of employment are preferred. Compensation will total the cost of a single room for summer sessions provided as a room credit, a complementary MicroFridge, and a monthly \$700.00 pre-tax paycheck in each month of June and July.