**Position Description ◊ 2016 Summer School Resident Assistant**

**Dates of Employment:** Friday, May 20<sup>th</sup> 9am - Saturday, August 13<sup>th</sup>, 5pm.

**Mandatory Training:** Friday, April 22<sup>nd</sup>, 10am-1pm.

**General Description:** Each member of the Summer School Staff will contribute significantly, under the direction of the Summer Resident Director (RD), to the administration of the summer residential community (one undergraduate residence and one graduate student residence). Staff will work as a team, while supporting individual student needs and facilitating a safe and secure environment conducive for study.

**Responsibilities:**
- Follow the direction of the Summer RD.
  - Meet weekly with the summer staff during the employment period.
  - Manage move-in and move-out processes:
    - distribute keys and occupancy information.
    - complete room condition cards.
    - plan & participate in hall meetings (including at the beginning of Summer Session I & II).
    - be available in the residence hall to handle student concerns with support of the Summer RD.
    - verify occupancy of assigned floor weekly.
  - other duties as assigned by the Summer Resident Director.
- Create a welcoming hall community, including constructing door tags and bulletin boards.
- Be available to residents to assist with concerns, referring, as appropriate to campus resources.
- Comply with and enforce university and residential policies, documenting incidents appropriately.
- Participate in rotational duty system with other members of the Summer School staff, including:
  - Conducting duty rounds.
  - Sorting and distributing residents’ mail.
  - Remaining in the hall, easily available via campus extension, 9 pm – 7 am, when on-duty.
- Act as a liaison between students, administration (including the Summer Resident Director), and TUPD, including, but not limited to, timely communication in-person and through postings, emails, and phone messages. This will include scheduling, advertising, and completing one hour of in-hall availability during normal Tufts business hours, two days per week.
- Report facilities concerns to relevant Tufts departments in a timely and professional manner.
- Other duties as assigned.

**Eligibility / Qualifications:**
- Only current Tufts undergraduate and graduate students are eligible.
- Previous Resident Assistant experience, or comparable job experience, preferred.
- A high degree of flexibility and demonstrated ability to work in live-in settings preferred.
- Familiarity with Tufts facilities, policies, and Office of Residential Life & Learning procedures preferred.

All overnight absences from the summer residence hall must be approved, in writing, by the Programming Coordinator prior to departure. Staff members will have a total of 7 overnights that they may take for the employment period and no more than 4 consecutive overnights. Note before applying that vacation / time away will not be approved before or during move-in and move-out, ALL DAY, as follows:

  - **Session I:** Monday, May 23, 2016, and Saturday, July 2, 2016
  - **Session II:** Sunday, July 3, 2016, and Saturday, August 13, 2016

**Compensation:**
- A single room, free of charge, in the summer residence hall (Friday, May 20<sup>th</sup> - Saturday, August 13<sup>th</sup>, 2016. Note that on-campus accommodations are not available after 5 pm, August 13<sup>th</sup> under any circumstances. **There is no on-campus storage available regardless of staff status.**
- Campus / Local phone, cable, and internet service (Note: Summer School Staff are required to have a functional phone for use with their campus extension during duty hours.)

Please submit a cover letter that includes your summer schedule/plans, along with a resume and contact information for two references, to the Office of Residential Life & Learning, South Hall, Attention: Liz Hartford, before 5 pm on Friday, March 25, 2016. Alternately, materials may be emailed to reslife@tufts.edu. Those being considered will be contacted by April 1, 2016, to schedule an interview.