Title: Summer Resident Assistant (RA) 2015
Reporting Line: The Welcome Center Staff reports directly to the Welcome Center Coordinator
Hours/Week: 2-3 shifts/week
Date Range: May 12, 2015 – August 1, 2015 (SERA) or August 19, 2015 (SSRA)

Summer Resident Assistant Staff Job Responsibilities:
Summer RA’s are responsible to maintain a strong positive presence within their assigned residence halls. They will provide support and be a resource for the Students that are living within the Residence Halls during the summer months.

Summer Resident Assistant Staff Job Duties:
- Attend one-on-one meetings that are required once a month with a Student Housing Coordinator
- Attend weekly staff meeting participation and feedback is required.
- Is not required to program, however self-initiated programming that does not require funding is encouraged
- Required to complete a report on Blogger at the end of every shift
- Required to fulfill all aspects of RA duty:
  - Two RAs will be on duty each night in the main residential area. Additionally, RA staff will be on duty for the McNair Scholars Program in Greycliff.
  - Duty will be scheduled even when there are no residents in the building.
  - Call in/sign on for duty at least 5 minutes prior to start time (8:00PM)
  - Remain on duty from 8:00 PM until 7:00 AM.
  - Hang proper duty signage on exterior doors of the building:
    - Land line room phones must be purchased by the student and activated; the number of the phone must be posted on duty signage.
    - No handwritten signs – all must be typed on the proper template.
- Other duties as assigned

Types of RA Summer Housing Duty
All dates are tentative; all RAs are required to move between three and four times

- Summer Student Employee Housing (SERA):
  - 66 Commonwealth Ave: 5/12 – 6/6
  - Edmonds Hall: 6/6 – 8/1
- Summer Student Housing (SSRA):
  - Fenwick/ Xavier: 5/12-6/20
  - Edmond’s: 6/20-8/1
- Presidential Scholars: Shaw House: 5/12-6/28
- McNair Scholars: 66 Commonwealth Ave: 6/1-7/24
- End of Summer: Edmond’s: 8/1-8/19

Transition Dates:
Transition 1 and Reunion Weekend: 5/12 – 5/31
Transition 2: 6/20
Transition 3: 8/1
Move to Fall Placements: 8/19