

JOB DESCRIPTION

Title: Resident Assistant (RA)

Immediate Supervisor: Resident Services Manager

Position Summary:

This is a live-in position in a women's dorm mentoring and supporting predominately female, Japanese study-abroad students at an academic-residential campus. Provide diverse, individual, and group learning opportunities for predominately female students to communicate in English and become more familiar with American culture. This position is a non-paid, residential, part-time position, with most work hours occurring on evenings and/or weekends. Full room and board and use of facilities are provided in exchange for services.

Responsibilities include:

- Design and implement intercultural activities and programs on and off-campus, at least once per month.
- Perform weekday overnight /weekend (24-hour) RA duty (approximately 2-3 times monthly) and holiday duty as needed (availability for at least 1 holiday per year).
- Be available every Monday evening from 7:00pm to 10:00pm for mandatory RA team meetings, co-RA meetings, and student leader meetings. Participate in all in-service trainings, including CPR/First Aid, and ALICE first responder training.
- Chaperone on and off-campus Student Services activities and trips as needed.
- Help prepare for and facilitate student move-in and move-out, including attendance at welcome and orientation activities.
- Help create a safe, welcoming residential environment for students; offer advice and support when needed, for personal and/or academic questions or concerns.
- Actively engage in informal, daily interaction with students on campus or online.
- Report student welfare concerns (physical or psychological) to Student Services staff.
- Submit monthly reports to Resident Services Manager.
- Plan and facilitate a weekly Community Meeting, which will include an educational and social aspect for assigned students (no more than 1 hour weekly).
- Train students on community regulations and expectations. Address violations on these rules, write reports as needed.

RAs work an average of 10-15 hours per week, predominantly evenings and weekends, in exchange for private room with a private bath (located in a women's dorm), full meal plan when cafeteria is in operation, use of campus facilities (including pool, Jacuzzi, and computer lab), free parking, wireless internet, discounted Japanese lessons on campus, and free shuttle bus (pick up and drop off at Reservoir T stop).

Skills:

- An appreciation of cultural differences and the ability to work closely and successfully with other cultures.
- Ability to respond to emergencies calmly and effectively; displaying critical thinking skills.
- Experience dealing with conflict and the ability to maintain a sense of humor.
- Self-motivated; able to initiate interactions with individuals or groups.
- Ability to work autonomously and exercise good judgement in dealing with others.
- Excellent communication skills, experience working with EAL learners is a plus.
- Maintain effective, positive working relationships other team members.
- Previous RA experience, study abroad experience, or experience with/appreciation of Japanese culture preferred.

Interested applicants should submit an electronic resume and cover letter to: rsm@showaboston.edu

Resident Assistants at Showa Boston are required to be fully vaccinated against Covid-19 and must supply a completed Covid-19 Vaccination cards to Showa Boston Human Resources in advance of their date of hire.

Special note: The Massachusetts Commission Against Discrimination (MCAD) regulations state that there are some circumstances, which might constitute a bona fide employment qualification (BFOQ), such as “Where considerations of personal privacy may be a necessary element of the conduct of a business, and therefore, a bona fide occupational qualification (BFOQ), e.g., hiring only men or women respectively for duty in men's or women's washrooms or locker rooms.” Showa Boston is an all-female school, and out of concern for the privacy of its students, Showa Boston will not hire a male resident assistant.