General Statement

Pre-College Summer Session Resident Advisors are members of the Residential Life Staff at Wesleyan University. They are directly supervised by the Area Coordinator for summer housing. Resident Advisors play an integral role in establishing a community environment conducive to maximum academic, personal and social development; maintaining healthy and safe living conditions; and providing overall support to the mission of Residential Life. While Resident Advisors have specific responsibilities to their assigned summer area, they are expected to serve in their role and support the Office of Residential Life throughout the Wesleyan community.

Please note that this position works with the Pre-College Summer Session (high school students taking Wesleyan summer session classes). The Pre-College Summer Session RAs will live in the same building as the Pre-College students for the duration of the session.

Qualifications

- Must be current Wesleyan student in good academic and judicial standing
- Must commit to the entire Pre-College Summer Session dates of employment, which includes training (dates below)
- Previous Residential Life experience preferred, but not required

Core Duties

Facilitator of Community Development:
- Strive to create a sense of community and mutual respect within the living unit through an emphasis on courtesy, consideration, contribution, and involvement
- Inform all residents about the summer housing rules and regulations
- Facilitate on-going discussion related to what community members expect of each other as well as how situations will be handled if a member is not living up to those expectations
- Hold meetings with residents on a regular basis and as needed, to discuss issues, concerns, or problems related to the living area
- Be available, approachable, and visible to students in assigned living environment to assist with personal, social, academic, and general problems/issues/concerns
- Be available during emergency situations to ensure the safety and security of residents

Education / Programming:
- In coordination with the other Pre-College Summer Session RA, plan and implement weekend and week night activities and programs, as well as the social justice training workshops for the residents.
- Assess the wants and needs of the residents; plan and implement programs to meet those needs
- Meet specific minimum summer programming requirements during the Pre-College Summer Session

Communication / Administration:
- Work closely with professional staff on-call in responding to and resolving crisis situations
- Perform daily customer service operations, such as handling student check-in, check-out, explaining procedures, giving directions, bed checks, curfews, and reporting specific needs/concerns of students
• Attend weekly staff meetings
• Keep the Area Coordinator informed of incidents, concerns, and solutions related to residents, and notify the professional staff on duty when appropriate
• Follow up on phone calls, voicemail, and email on a daily basis; check mailbox at least every other day
• Assist in the administration of such procedures as opening/check-in at the beginning of the summer session, closing and securing of the area at the end of the summer session, lock-outs, room changes, and other tasks as outlined by the offices of Residential Life and Physical Plant
• Maintain an effective, consistent, and timely sharing of information with the Office of Residential Life via administrative reports (i.e., monthly reports, programming forms, communication reports, etc.). All reports should be submitted in a timely manner as determined by supervisor

Advising / Counseling / Referral:
• Assist students in resolving situations of concern; remain professional and respect confidentially while keeping supervisor updated and informed
• Be aware of the various campus and community resources available to students
• Recognize when a concern is beyond an RAs’ level of comfort and competence; and refer students to the many resources available to them
• Address and report inappropriate conduct in residential facilities
• Assist other University personnel in the early intervention for resolving situations or conflicts
• Get to know Pre-College Summer Session students well enough to recognize behavioral changes or patterns which may require intervention; inform the Area Coordinator of such concerns
• Respond promptly and professionally in crisis situations; know appropriate protocol as outlined in the Staff Manual

Overall Expectations

Job Performance:
• Act in accordance with the philosophy, objectives, and standards of the University and the Office of Residential Life; maintain a standard of personal conduct commensurate with the responsibilities of this position. Understand that Resident Advisors are representatives of Wesleyan University and are role models at all times. This includes situations such as those involving alcohol consumption and dating-relationships with residents
• Adhere to University policy as well as local, state, and federal laws
• Participate in a formal evaluation process at the end of the summer term; informal evaluation should occur regularly between the Resident Advisor and the Area Coordinator
• Any job performance deemed unsatisfactory will be handled in accordance with the Progressive Discipline Process as outlined in the Staff Manual

Remuneration:
• For the Pre-College Summer Session 2016, each Resident Advisor will receive room and board during the second summer session (summer session B) plus a $1,000 stipend
• Dates of employment are June 24–July 30, 2016. All candidates must be able to work full duration of contract dates. One-day training will be held on June 24, at 9 a.m.