RESIDENT ASSISTANT
PROGRAMS: SUMMER@BROWN, INTENSIVE ENGLISH PROGRAM (IEP), PRE-BACCALAUREATE, UNDERGRADUATE SUMMER SESSION (100-150 TOTAL POSITIONS)

ABOUT US:
The Brown University Pre-College Summer Programs enroll over 5,000 middle and high school students (12-18 years old) from all over the world to engage in first-year college level coursework, and accompanying intellectual growth. Students enroll in courses ranging from one to seven weeks in length, with hundreds of courses to choose from. This is an opportunity for inquisitive students to experience college level academics, participate in fun and challenging activities, make decisions in an independent setting, and learn from and with a diverse group of peers.

There are numerous Pre-College programs for middle and high school students to choose from, and they can be found at http://www.brown.edu/academics/pre-college/overview.php. These Resident Assistants will work with and support students attending Summer@Brown, Intensive English Program (IEP), and Pre-Baccalaureate, as well as undergraduate students attending Summer Session (as summer is a time when advanced high school students, undergraduate students from Brown and other institutions enroll in credit-bearing 7-week courses), and several small programs developed with partnering institutions who are generally 15-18 years old.

GENERAL JOB DESCRIPTION:
The Resident Assistant position offers an opportunity for undergraduate students to gain experience in fostering welcoming and inclusive living-learning communities through working in residence life for summer pre-college programs and undergraduate students attending Summer Session. Each Resident Assistant will oversee an area of a residence hall with 20-25 pre-college students, encouraging and supporting their students’ holistic growth and well-being as individuals and as part of a larger community. The practical experience consists of several parts: intensive training led by professionals in student affairs; crisis management and student support; coordination through hands-on leadership experience; and collaborative working relationships between residential life and academic administrative staff. This position reports to a Residence Director who is a graduate student enrolled in a Master’s program in Student Affairs.

This position requires an interest in working with college-bound high school students and engaging with them both intellectually and in a residential context. A successful Resident Assistant will have excellent organizational, communication, and leadership skills; attention to detail; the ability to follow through with assignments; and to work collaboratively as part of a team. In addition, a Resident Assistant will approach their work with a positive attitude, energy, enthusiasm, a sense of humor, flexibility, and the interest to work with students and staff from different backgrounds. This live-in position requires staff to display professionalism, maturity, positive role modeling behavior, and good judgement at all times.
PRIMARY JOB FUNCTIONS:

- Build a sense of community and belonging amongst the 20-25 students attending Pre-College programs and Undergraduate students enrolled in Summer Session in a specific area/building.
  - Oversee an area/building with residents who change for each session.
  - Plan and facilitate activities and programs designed to promote community, wellness, and academic success.
  - Encourage students to attend community events offered by other staff and the School for Professional Studies.
  - Create and maintain door decorations for every member of the community prior to their arrival date.
  - Serve as a mentor and resource regarding policies and procedures.
  - Mediate roommate conflicts, and other conflicts as they arise.
  - Answer student and parent inquiries.
  - Chaperone on-campus social events and off-campus trips (days, evenings, and weekends).
  - Provide assistance with seven Sunday check-ins, ranging from 350 – 1,750 students each week.

- Create safe and supportive environments for Pre-College program students
  - Act as a liaison to refer students to appropriate resources as needed.
  - Serve on a 24-hour emergency duty rotation, which includes conducting rounds, submitting duty logs, assisting with lockouts, offering student support, and availability via duty phone issued by Brown University.
  - Report unsafe, inappropriate, and concerning behavior.
  - Enforce Pre-College program policies and procedures.
  - Accompany students to the hospital and/or doctors’ appointments, if necessary.

- Training Responsibilities
  - Attend and participate in Resident Assistant Training (no outside commitments during this time).

- Collaborate with other staff to build community among peers
  - Attend weekly staff meetings on Thursdays.
  - Meet with supervisor for weekly one-on-one.

- Administrative work
  - Complete administrative paperwork, including but not limited to health and safety forms, duty logs, and program forms.

- Learn about and understand the Pre-College programs in which the students in your charge are enrolled in order to better support their success in and out of the classroom. Work with Pre-College Program Directors, where appropriate, to support these goals.

- Work collaboratively with various departments such as Media Services, Brown Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.

- Additional assignments
  - Participate in Outdoor Challenge Ropes Course training and facilitation to students in the Leadership Institute (optional).
  - Complete other duties as assigned.

- Work evenings and weekends regularly.

REQUIREMENTS:

- Must be an undergraduate student.
- Given the responsibilities of this position, a maximum of 15 hours a week of outside commitments are permitted (including, but not limited to, any employment, internships, research positions, teaching assistant positions, or educational opportunities including class requirements). These hours cannot take place on Sundays. The expectation is that Resident Assistants who work together in an
area/building, will work with their Residence Director to ensure that there is physical presence of a Resident Assistant at all times.
● No outside commitments from June 3 - 9, 2017 due to required training.
● Evening and weekend work is expected.
● Permitted three 24-hour vacation days approved by supervisor.
● Undergraduate students who are Resident Assistants are considered employees for the duration of their employment, so are not permitted to have guests stay in their residential spaces. Employees will need to seek alternative housing options for guests.
● Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

COMPENSATION:
● Stipend amounts are listed below with their corresponding contract dates. Stipends are paid bi-weekly and will be prorated in the instance of early departure.

<table>
<thead>
<tr>
<th>Contract Dates</th>
<th>Programs</th>
<th>Stipend</th>
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<tbody>
<tr>
<td>June 3, 2017- August 5, 2017</td>
<td>1 Week Summer@Brown Program</td>
<td>$2,028</td>
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<tr>
<td>June 3, 2017-August 5, 2017</td>
<td>2 Week Summer@Brown Program</td>
<td>$2,028</td>
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<tr>
<td>June 3, 2017-July 30, 2017</td>
<td>3 Week Summer@Brown and IEP Programs</td>
<td>$1521</td>
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<tr>
<td>June 3, 2017-August 12, 2017</td>
<td>4 Week Summer@Brown Program</td>
<td>$2,250</td>
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<tr>
<td>June 3, 2017-August 12, 2017</td>
<td>7 Week Pre-Baccalaureate and Undergraduate Summer Session Programs</td>
<td>$2,250</td>
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(Any employee wishing to remain on-campus after their program end date will need special permission from the Residential Life.)
● A single room and a meal plan.