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.

STEM I and II are the only Brown summer academic programs focused on middle and early high school students. Besides these two programs, there are numerous Pre-College programs for high school students. All programs can be found at [http://www.brown.edu/academics/pre-college/overview.php](http://www.brown.edu/academics/pre-college/overview.php). These Resident Assistants will work specifically with middle and early high school students attending the STEM I and STEM II programs who are generally 12-16 years old.

GENERAL JOB DESCRIPTION:
The Resident Assistant position for the STEM I and II Programs offers an opportunity for undergraduate students to gain practical experience in Residential Life for a summer pre-college program dedicated to immersing young students in science. Each program is offered once in the summer for two-weeks, and focuses on helping students explore the STEM subjects (science, technology, engineering, and math), and more broadly, what it means to be a scientist. Besides attending class, these students participate in inquiry activities, intellectual science discussions, non-academic events, and team building exercises. Each Resident Assistant will oversee an area of a residence hall with 10-12 students, supervise the students for the duration of the program, assist instructors with the inquiry activities, facilitate large group activities, lead floor meetings, and foster a welcoming and inclusive community.

The STEM I Program (mid-July) enrolls middle school students, who are rising 7th and 8th graders (12-14 years old). Due to the age of the participants, STEM I residents need 24-hour supervision. Resident Assistants will help ensure this level of oversight by being present in a variety of ways as listed below in the STEM I and STEM II specific job functions.
The STEM II Program (end of June) enrolls high school students, who are rising freshman and sophomores (13-15 years old). Due to the age of the participants, STEM II residents need a modified level of supervision. Resident Assistants will help ensure this level of oversight by being present in a variety of ways as listed below in the STEM I and II specific job functions.

The practical experience consists of several parts: thorough training led by professionals in student affairs; crisis management and student support; coordination through hands-on leadership experience; intensive student supervision and mentorship; and understanding the collaborative working relationships between residential life and academic administrative staff. This position reports to a STEM Resident Director and works heavily with the STEM Activities Manager and Program Assistant.

This position requires an interest in working with young engaged 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 in working 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.

GENERAL JOB FUNCTIONS

- Build a sense of community and belonging amongst the 10-12 Pre-College program students in a specific area/building. Students 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.
  - Enforce 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.
  - Accompany residents to the hospital and/or doctor’s appointments, if necessary.
  - Report unsafe, inappropriate, and concerning behavior.

- 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 STEM programs in order to better support the students’ 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.**
- Complete other duties as assigned.
- Work evenings and weekends regularly.

**STEM I and STEM II SPECIFIC JOB FUNCTIONS:**

- Attend and participate in STEM I specific training and program preparation.
- Assist in the 24-hour supervision of middle school aged residents. This includes escorting students to and from classes, the dining halls, events, etc.
- Supervise students attending and assist, as needed, during STEM I programs and events, and modified supervision during the STEM II program.
- Attend daily staff meetings when in session.
- Assist course and inquiry activity instructors as needed.

**REQUIREMENTS:**

- Must be an undergraduate student.
- Preference will be given to candidates who have a desire to work with middle school aged students (12-14 years old).
- Interest in the science field is preferred, but not required.
- No other obligations, including, but not limited to, employment, internship, or academic course (unless directly connected to internship—must be approved by Residential Life).
- Evening and weekend work is expected.
- 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.
- Limited time off based on supervisor approval. Days off cannot take place during the times stipulated below:
  - Required Training: June 3 - 9, 2017
  - Required STEM-specific Training: June 10 - 16, 2017
  - STEM II: June 24 - July 8, 2017
  - STEM I: July 15 - 29, 2017
- Staff will have Sunday-Wednesday off the week between programs.
- Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

**COMPENSATION:**

- $2,750 total stipend. Paid bi-weekly and will be prorated in the instance of early departure.
- Contract dates are June 3 - July 30, 2017
- A single room and a meal plan.