

Colorado College Residential Life

Summer Resident Adviser Position Description– Summer 2019

Dates of Position – May 27, 2019 – August 5, 2019

General Description of Position

Summer Session at CC offers students (incoming and current CC undergraduates, undergraduates from other institutions, and MAT graduate students) the opportunity to take summer classes and live on-campus. Summer Resident Advisers (RAs) live on-campus with these students and are expected to be leaders in the community. The RAs are responsible for working with residents to ensure their safety, well-being, and sense of belonging to their community and the campus as a whole. RAs report directly to the Summer Residential Life Coordinator (RLC) and will work closely with Residential Life & Campus Activities, Housing & Conferences and Summer Session.

Qualifications

The following specific conditions must be met to serve in the position:

- A. Enrollment Status – Resident Advisors must have a cumulative GPA of 2.75.
- B. Discipline and Academic Standing – All RAs must be in good academic and disciplinary standing at Colorado College prior to and throughout the period of employment.

To be successful in this position, the ideal candidate will also demonstrate: a consistently positive attitude, good judgment, strength of character, confidence, self-sufficiency, a strong sense of responsibility and sensitivity, an understanding of the needs of a diverse student population, exceptional organizational and communication skills, and the ability to aide in the development of both individual students and residential communities. **Van Driver certification is required. Previous RA experience and training is preferred, but not required.**

Duties and Responsibilities

Summer RAs will be expected to be present in the building on a regular basis, serve in the duty rotation, and respond to student concerns or policy violations. RAs are expected to work together throughout the summer to fulfill all responsibilities including:

- Complete all required training and inservice responsibilities
- Live in the residence hall, including sleeping there at night
- Understand, communicate, enforce, and abide by all College and Residential Life policies and procedures
- Be a role model and peer educator to students in both academic and personal matters
- Appropriately respond to emergency situations
- Organize and supervise programs and activities for undergraduate residents
- Communicate to the RLC all relevant information pertaining to individual residents, the community, and facilities
- Maintain appropriate confidentiality
- Understand and refer students to college and community resources as needed
- Serve in duty rotation, including providing limited desk coverage, on evenings, weekends, breaks, and holidays
- Assist with student check-in, check-out, and complete other administrative duties
- Attend weekly staff meetings and other activities, as determined by the RLC
- Assist with the transportation needs of Summer Session and Pre-College students
- Other duties as assigned by the RLC
- *Note – This position may require multiple room moves during the contracted period*

Compensation

Each RA will receive “in kind” housing for the duration of the contracted period as well as a stipend of \$3,000.00. Between July 29 – August 6 RAs will receive \$50 for each day that they are on duty. RAs are required to purchase and pay for their own meal plan.

Application Process

Please submit a cover letter outlining interest in this position and resume to Allison Kendrix akendrix@coloradocollege.edu by Wednesday, March 13th, 2019. Eligible candidates will be contacted for 30 minute interview to be held Week 1 of Block 7 between 1-5pm. Candidates will be notified by Friday, March 29th, 2019 of their status.