GSSM RA Job Description
June 8 - July 20, 2013
(2 female positions)

GENERAL INFORMATION:
The Summer RAs affiliated with the Governor’s School for Science and Mathematics (GSSM) will live in residential housing alongside the female high school students participating in summer research at Furman University.

This is a perfect opportunity for a Furman student who will be on campus taking classes or conducting research during the day, as most of the responsibilities will be in the evenings and on the weekends. Unlike the other Summer RA positions, GSSM RA’s will only be responsible for these (up to) 8 high school students who are participating in summer research.

RAs will provide support for these students, enforce Furman policies, respond to emergency situations, and provide nighttime and weekend supervision.

SPECIFIC DUTIES:

A. TIME COMMITMENT - The Summer RA position is the RA’s principle non-academic activity. Extracurricular activities should not conflict with the time needed to perform effectively as an RA throughout the summer.
1. Attends training sessions to receive job responsibilities and expectations. Two sessions will be required. One will be scheduled toward the end of the spring semester. A second will occur on Saturday, June 2nd immediately preceding the start of the GSSM internship.
2. Ensures that students get to their respective labs by 9AM (or the time specified by their faculty mentor).
3. Ensures that students remain on campus unless they are signed out by a parent.
4. Monitors evening activities and ensures that students are in their rooms by 10 PM on weeknights and 11PM on weekends.
5. Chaperones any off-campus activities that have been preapproved by the Outreach Coordinator.

B. DISCIPLINE - The Summer RA serves as a role model for others which includes assuming responsibility for creating an environment in which personal and social growth may occur.
The Summer RA is expected to:
1. Encourage individual responsibility and respect for others' development through role modeling.
2. Explain, support, and follow the regulations and policies outlined in The Helmsman.
3. Explain, support and follow the regulations and policies outlined in the GSSM Handbook as well as additional regulations pertaining to this summer internship experience.
4. Confront behavior or infractions which disrupt the environment in a manner consistent with training experience.
5. Assist the Student Life Division and Public Safety in the prevention, investigation, and reporting of misconduct and damage to university property.

C. ADMINISTRATION
1. Deliver messages to faculty mentors when necessary.
2. Report any maintenance problems to the Custodial Area Supervisor.
3. Complete room check-in/check-out procedures for the GSSM students.
4. Assist in fire safety inspections, emergencies, drills, report needed repairs for the rooms occupied by the GSSM students.
5. Check your e-mail and staff forum daily.

D. COMPENSATION:
FREE summer housing (10 WEEKS) in the residential dorms.