

Summer Residence Hall RA Job Description

(11 positions)

GENERAL INFORMATION:

The Summer Residence Hall RAs live in the residence halls and provide support for individuals participating in camps and conferences. These RAs enforce Furman policy, respond to emergency situations, assist with opening and closing, and work scheduled hours in the South Housing RA Office in Poteat and the Lakeside RA Office in Judson. The South Housing and Lakeside RA Offices are two of three campus offices that are covered by RAs in the summer to help support various summer groups that visit campus. **Residence Hall RAs must be available beginning Thursday, June 3, 2010 through Friday, August 20, 2010.**

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. The Summer RA is expected to:

1. Maintain office hours in the RA office as assigned.
2. Attend training sessions to receive job responsibilities and expectations (these meetings are tentatively scheduled for Monday, April 19, 2010 from 3:00 p.m.-6:00 p.m. and Friday-Saturday, June 4-5, 2010).
3. Be available to work approximately 18 hours per week in the RA Office. The South Housing and Lakeside RA offices are open seven days a week during the summer from 8:00 a.m. until 10:00 p.m. Work shifts vary depending on the schedules and requests of the RAs and will be determined during training.
4. Attend regular meetings/training sessions throughout the summer.
5. Attend one-on-one meetings with supervisor as necessary.

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, follow, and enforce all regulations and policies outlined in *The Helmsman*.
3. Confront behavior or infractions which disrupt the environment in a manner consistent with training experience.
4. Assist the Student Life Division and Public Safety in the prevention, investigation, and reporting of misconduct and damage to University property.
5. Enforce all Early Arrival policies, preventing residents from moving into their fall assignments early unless given permission by the Early Arrival Coordinator.

C. ADMINISTRATION

1. Maintain the RA Office by keeping it presentable at all times and following office protocols as established by the Associate Director of Residence Life.
2. Arrive at the RA Office at least ten minutes before shift begins.
3. Dress in business casual attire and always seek to provide the best possible impression of Furman.
4. Provide exceptional customer service to all students and summer guests.
5. Is courteous and helpful to all summer guests who have questions or who need direction or guidance.
6. Deliver messages to summer group leaders when necessary.
7. Report any maintenance problems to the Custodial Area Supervisor and/or submit maintenance requests.
8. Secure another RA to cover assigned area of responsibility during an absence from campus of more than one day or overnight (with approval by the Associate Director of Residence Life).
9. Maintain the room inventory system (RIC Cards) and completes room check-in/check-out procedures.
10. Complete various reports including, but not limited to: incident reports, Room Inventory Cards, fire safety inspections, etc.
11. Assist the Summer Keys Coordinator in the organization of the keys for South Housing and Lakeside Housing.
12. Assist with fire safety inspections, emergencies, and drills; reports needed repairs, and performs other assigned duties.
13. Check your e-mail and the Summer Staff forum daily.
14. Perform other duties as assigned by the Associate Director of Residence Life in support of the goals and objectives of the Student Life Division.

COMPENSATION:

The Summer RA is paid a \$1,400 stipend. Housing is provided in the residence hall apartments. The Summer RA should be prepared to move from their summer assignment to their fall assignment in early August.