

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 the camps and conferences. These RAs enforce Furman policy, respond to emergency situations, assist with opening and closing, and work scheduled hours in the Poteat/Judson RA offices. **Residence Hall RAs must be available beginning Thursday, June 4 through Friday, August 20.**

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 (these meetings are scheduled for Thursday, April 23 from 2-5 p.m. and Friday-Saturday, June 5-6).
2. The Poteat and Judson 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. The Poteat and Judson RA offices are open seven days a week from 8:00 a.m. until 10 p.m. Each of the RAs who cover the office must be available to work approximately 18 hours per week. Work shifts vary depending on the schedules and preferences of the RAs and will be determined at the training session on Saturday, June 6.

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. 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. Enforces Early Arrival policies, stopping residents from moving into their Fall Assignments early unless given permission by the Early Arrival Coordinator.

C. ADMINISTRATION

1. Arrives at the Poteat/Judson RA Office at least ten minutes before shift begins.
2. Dresses in business casual attire and seeks to provide the best possible impression of Furman.

3. Is courteous and helpful to all summer guests who have questions or who need direction or guidance.
4. Delivers messages to summer group leaders when necessary.
5. Maintains the RA Office by keeping it presentable at all times and following office protocol as established by the Associate Director of Residence Life.
6. Reports any maintenance problems to the Custodial Area Supervisor.
7. Provides suggestions for improving the services of the office and provides any other pertinent information in an information log.
8. Secure another RA to cover assigned area of responsibility during an absence from campus of more than one day or overnight, and alerts the hall of the substitute's identity.
9. Complete room check-in/check-out procedures.
10. Assist the Summer Key Coordinator in the organization of the keys for South Housing and Lakeside Housing.
11. Assist in fire safety inspections, emergencies, drills, report needed repairs, and other assigned duties.
12. Check your e-mail and staff forum daily.
13. 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 will move from their summer assignment to their fall assignment in early August. The Summer RA must adhere to all early arrival policies, which include not allowing roommate to move in early.