Position Title: Summer LABS Resident Assistant

Supervisors: Residential Life Hall Director
            Director of Summer Programs

Position Summary:

The Summer LABS Residential Assistants play a critical and active role in the Summer LABS programs for rising Juniors and Seniors in high school. Summer LABS RAs must have an interest in working with students in this age range and a commitment to maintaining a professional mentoring relationship with the students. Summer LABS RAs live in the residential halls with the students. They help foster a spirited, friendly and inclusive environment in the halls and ensure the students' welfare by adhering to the student safety guidelines. They are responsible for evening and overnight supervision of students and the planning of non-academic activities. LABS RAs work with Summer LABS Faculty, Teaching Assistants and the Director of Summer Programs to coordinate evening academic activities (e.g. practice time in the studio, library work, study time).

Tentative Weekday Schedule for Summer LABS RAs

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:00 – 8:45 AM</td>
<td>Be present and available in the halls and at breakfast to address student concerns or questions</td>
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<tr>
<td>9:00 AM – 3:00 PM</td>
<td>RAs are off while the students attend morning and afternoon classes and eat lunch</td>
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<tr>
<td>3:00 – 5:30 PM</td>
<td>RAs on campus and available to students (at least 1 RA in halls); students have free time</td>
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<tr>
<td>5:30 – 6:30 PM</td>
<td>Dinner with students (at least 1 RA present)</td>
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<tr>
<td>6:30 – 8:00 PM</td>
<td>RAs support evening academic activities (studio time, study time)</td>
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<tr>
<td>8:00 – 10:00 PM</td>
<td>RAs lead or support evening activities (movies, discussions, games, excursions, talent shows)</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>Student Curfew</td>
</tr>
<tr>
<td>10:30 – 11:00 PM</td>
<td>Hall Meeting</td>
</tr>
<tr>
<td>11:00 PM – 7:00 AM</td>
<td>RAs in hall and available for emergencies</td>
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<tr>
<td></td>
<td>RAs coordinate daytime availability and activity planning for weekends (at least 1 RA available)</td>
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<td></td>
<td>RAs attend check-in meetings with Director of Summer Programs 2-3 times a week</td>
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<td></td>
<td>RAs attend check-in meetings with faculty and teaching assistants</td>
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<td>RAs have one 30-hour period (9:00 AM – 3:00 PM on the following day) off each week (coordinated with Hall Director and Director of Summer Programs)</td>
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Conditions of Employment

1. Complete the entire summer session. The Summer LABS Resident Assistant (RA) must be available to begin employment on June 8, 2011 and continue until August 1, 2011. However, some flexibility may be possible if arranged in advance through the Office of Residential Life and the Office of Summer Programs. Summer LABS RAs will have scheduled time off in between the two sessions.
2. Agree to attend and participate in all scheduled meetings and training sessions prior to the beginning of the summer term.
3. Get to know all assigned residents on a first-name basis and keep in regular contact with them. Refer students to appropriate resources on personal, social, and academic matters as the need arises.
4. Make efforts to be aware of all instances of group and interpersonal conflict, and help students take the personal responsibility for solving such problems when necessary. Develop a positive and cooperative atmosphere.
5. Plan, organize, and facilitate informal social programs (i.e. with no money).
6. Complete administrative tasks: report all maintenance problems immediately, assist with room changes, room check-in/check-out, organizing, distributing and collecting keys, room inventories, posting informational materials and upkeep of hall information centers.
7. Adhere to and enforce all policies, rules, and procedures as outlined in Summer LABS Guidelines for Behavior and as directed by the Office of Summer Programs and Office of Residential Life.
8. Serve as a positive role model for residents on the floor using sincere, warm, responsible, and non-judgmental behaviors.
9. Maintain constant communication with the Hall Director, Resident Assistants and the Director of Summer Programs.

**Core Responsibilities for Summer LABS RAs**

**Pre-Program Preparation:**
1. Attend general RA training for all summer RAs (Date TBD)
2. Attend Summer LABS residential training held on the week prior to the onset of the first session (Date TBD).
3. Attend Summer LABS RA meeting in between two sessions (Date TBD).
4. Collaborate with Help Yourself and Upward Bound counselors to plan joint evening activities for students.
5. Work with your partner RA to prepare for check-in and welcome activities for the students.

**During the Program:**
1. Be a role model for the students and maintain a professional mentoring relationship.
2. Work as a member of a team of RAs, who, under the direction and supervision of the Hall Director and Director of Summer Programs, will design and implement evening and weekend activities for students.
3. Work with the Faculty, Teaching Assistants and Director of Summer Programs to understand and support students’ academic experiences in the program.
4. Be directly responsible for the welfare and supervision of approximately ten to fifteen students who will be assigned to your hall. This includes ensuring safety outside of class time by adhering to sign-in/sign-out procedures and night curfew check-ins.
5. Work with the Hall Director and the Director of Summer Programs on problem-solving and addressing issues that arise with students.
6. Support Faculty, Teaching Assistants and Director of Summer Programs with some on-campus events and off-campus excursions.
7. As role models for high school aged young people, LABS RAs need to follow student guidelines when applicable. Summer LABS RAs are expected to be drug and alcohol-free when on duty and when in the presence of students. Smoking is not permitted within the residential hall area for the duration of the program.
8. Attend and be on time for all meetings.
9. Participate in the opening and closing events for the students.
10. Work with students on clean-up and departure.

**Post-Program:**
1. Complete check-out process of students’ rooms on check-out day.
2. Participate in post-program feedback session on the last day of the program.

**Compensation and Benefits**
1. Free room and board during period of employment
2. Approximately $2,000 total (*note: this is considered taxable income*).
3. Outside employment or internships during Summer LABS must be conducive to the RA fulfilling all Summer LABS responsibilities.
4. If a student wishes to be on campus before and/or after the Summer LABS programs, there are optional paid student work opportunities with the Office of Summer Programs or with the Office of Residential Life. (Work in the Office of Summer Programs would entail office tasks, preparation for the Summer LABS sessions, and support to other Summer Programs at Beloit College.) Please indicate on your application if you are interested in either of these opportunities.

*Please note: Because Summer LABS RAs will be working with students under the age of 18, Beloit College will conduct a Background Check as a condition of employment.*
Name ____________________________ Box # ____________________________ Phone ________________

Email ____________________________ Cell Phone ____________________________ Date ________________

Home Address______________________________ Home Phone ____________________________

Please fill out this application and return it to the Office of Summer Programs (2nd Floor of Writing Center). Applications will be accepted until applicants are chosen and positions are filled. Please enclose a resume and a list of 3 references – at least one reference should be familiar with qualities you possess that will help you work with high school students (include contact information for all references).

Why are you applying to be a Summer LABS RA?

What experiences have you had that would be beneficial in the responsibilities of the Summer LABS RA position as it is described? Be sure to include any experience working with the Summer LABS age group (rising Juniors and Seniors in high school). If you do not have direct experience with high schoolers, describe how your experiences with other age groups will help you in your work with high school students in a rigorous academic setting.

What strengths and limitations do you see yourself having in the position of a Summer LABS RA?
Describe the approach you would use in building a sense of community in your building(s).

Describe your approach to confrontation and policy enforcement.

What conflicts do you foresee with being available from June 8, 2011 through August 1, 2011?

Are you available to attend a Summer LABS RA Training Session before Spring Term is over? What weeks and days work best?

What else do you want us to know about you in regards to this position – interests, passions, dreams, etc?

Please indicate if you are interested in additional paid summer work opportunities when Summer LABS are not in session:
Office of Summer Programs ☐ Summer Conference Worker ☐

Questions? Contact Alisa Pykett, Director of Summer Programs at pyketta@beloit.edu or ext. 2373.