

BELOIT COLLEGE

SUMMER FIELDS RESIDENT ASSISTANT/MENTOR APPLICATION

2012 Position Description

Position Title: Summer Fields Resident Assistant/Mentor

Supervisors: Summer Fields Hall Director
Director of Summer Programs

Position Summary:

The Summer FIELDS Residential Assistants/Mentors play a critical and active role in the Summer FIELDS programs for rising juniors and seniors in high school. Summer FIELDS 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 FIELDS RAs live in the residential halls with the students. They help foster a friendly and inclusive community spirit 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. FIELDS RAs work with Summer FIELDS 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 FIELDS RAs

7:00 – 8:45 AM	Be present and available in the halls and at breakfast to address student concerns or questions
9:00 – 10:00 AM	Staff Meeting
10:00 AM – 3:00 PM	RAs are off while the students attend morning and afternoon classes and eat lunch
3:00 – 5:30 PM	RAs on campus and available to students (at least 1 RA in halls); students have free time
5:30 – 6:30 PM	Dinner with students
6:30 – 8:00 PM	RAs support evening academic activities (studio time, study time)
8:00 – 10:00 PM	RAs lead or support evening activities (movies, discussions, games, excursions, talent shows, engaging with students)
10:30 PM	Student Curfew
10:30 – 11:00 PM	Hall Meeting
11:00 PM – 7:00 AM	RAs in hall and available for emergencies
	RAs may occasionally accompany classes on weekday excursions during the day. If an RA goes on the excursion, the RA will have down time in the evening.
	RAs coordinate daytime availability and activity planning for weekends
	RAs attend check-in meetings with Director of Summer Programs or Hall Director 2-3 times a week
	RAs attend check-in meetings with faculty and teaching assistants
	RAs have one 29-hour period (10:00 AM – 3:00 PM on the following day) off each week (coordinated with Hall Director and Director of Summer Programs)

Conditions of Employment

1. Complete the entire summer session. The Summer FIELDS Resident Assistant (RA) must be available to begin employment on July 2, 2012 and continue until July 29, 2012. However, some flexibility may be possible if arranged in advance through the Office of Summer Programs.
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 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.



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, and posting informational materials.
7. Adhere to and enforce all policies, rules, and procedures as outlined in Summer FIELDS 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.
9. Maintain constant communication with the Hall Director, Resident Assistants and the Director of Summer Programs.

Core Responsibilities for Summer FIELDS RAs

Pre- Program Preparation:

1. Attend general RA training for all summer RAs (Date TBD)
2. Attend Summer FIELDS residential training held on the week prior to the onset of the first session (Date TBD).
3. Collaborate with Help Yourself and Upward Bound counselors to plan joint evening activities for students.
4. Work with your partner RAs to prepare for check-in and welcome activities for the students.
5. Decorate the residence hall.

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. 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, FIELDS RAs need to follow student guidelines when applicable. Summer FIELDS 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. Plan the closing celebration 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. Close-down office space in residence hall.
3. Participate in post-program feedback session.

Compensation and Benefits

1. Room and board during period of employment
2. \$1,200 stipend (*note: this is considered taxable income*)

Please note: Because Summer FIELDS RAs will be working with students under the age of 18, Beloit College will conduct a Background Check as a condition of employment. This background check needs to be completed prior to July 2, 2012.

**BELOIT COLLEGE
SUMMER FIELDS RESIDENT ASSISTANT
APPLICATION**

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) by March 30, 2012. 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 FIELDS RA?

What experiences have you had that would be beneficial in the responsibilities of the Summer FIELDS RA position as it is described? Be sure to include any experience working with the Summer FIELDS 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 FIELDS RA?

Describe the approach you would use in building a sense of community in your building.

Describe your approach to confrontation and policy enforcement.

What conflicts do you foresee with being available from July 2, 2012 through July 29, 2012?

Are you available to attend a Summer FIELDS RA Training Session before Spring Term is over? What days of the week work best?

Do you have a valid driver's license? If yes, are you willing to be trained to drive 12-passenger vans?

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

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