



Residential Advisor

Marshall School is the Twin Ports flagship independent school and has served the Duluth area for more than a century. Founded in 1904 as Cathedral Senior High School, Marshall has adapted with Duluth as the educational needs of the community changed. The foundation of providing the highest-quality, college-preparatory educational experience to students in the area has always remained a part of the school's history.

A member of the National Association of Independent Schools (NAIS) and the Independent Schools Association of the Central States (ISACS), Marshall serves students in grades K-12 with personalized attention, small class sizes, and advanced academic experiences.

Marshall School is seeking a dedicated, flexible, global-minded, and compassionate individual to work with residential students in the Marshall House, a residence hall on campus for up to 33 international students in grades 8-12. A good candidate has experience working with high school students, has cross-cultural understanding, values a multicultural environment, is highly motivated, patient and has strong interpersonal and leadership skills. This position reports to the Director of Residential Life.

Key Responsibilities and Duties:

A Residential Advisor (RA), in coordination with the Director Residential Life and other dormitory staff, guides and supports residential students in the development of life skills and academic achievement; coordinates and supervises fun and engaging activities; and provides accountability and positive reinforcements while fostering a sense of community.

Day to day duties:

- Create, foster, and maintain an environment rooted in inclusion and academic success in a family-like environment
- Provide guidance to students as they integrate into the Duluth community
- Mediate peer conflict
- Create and execute afterschool and weekend activities
- Establish relationships with students while maintaining professional boundaries

- Ensure safety and well-being of students
- Arrange for and drive students to appointments and activities
- Maintain policies and procedures for the residential life program relative to daily routines, supervision, student leaves, discipline, and pastoral care
- Provide guidance in the development of lifeskills
- Perform other duties as assigned by the Director Residential Life

Shift Hours: This is a 10 month contract position (generally August 15-June 15) that can be extended for future school years. Generally, one weekday evening shift per week and every other weekend with an average weekly schedule of approximately 24 hours per week. When students are on a break, the schedule differs to meet the needs of the students. Each RA is expected to be available on a regular and rotational basis.

Qualifications: A desire to work with international middle and high school students with strong core values embedded in diversity, equity, inclusion, and belonging is essential. Familiarity with the boarding school environment is beneficial, but not required.

All candidates must be eligible to work in the U.S., have a valid U.S. driver's license, and be eligible and comfortable driving a seven-passenger van.

Salary/Benefits: Marshall School is committed to attracting and retaining outstanding employees through a competitive compensation and benefits package. This position provides a benefits package that includes a salary, housing, most meals, and access to a fully equipped fitness center and gym on a 40-acre campus in the Duluth Heights neighborhood.