JOB TITLE: Resident Assistant
REPORTS TO: Director of Residential Life

DESCRIPTION: A Resident Assistant staff member supports the students in the residential program by assisting with duties in the residential hall while living in the hall. Those duties include, but are not limited to:

- Be a visible and active presence in the residential community.
- Attend weekly residential team meetings and individual meetings with the Director of Residential Life and additional meetings as required.
- Participate in duty rotation with other ASCTE staff members throughout the academic year.
- Participate in all opening and closing processes as directed by Residential Life, including but not limited to: student move-in, floor/area meetings, and winter/spring closings.
- Provide operational support, including but not limited to: inspections, facility follow-up, opening/closing functions, and other departmental necessities.
- As faculty/staff residing in on-campus housing, you are obligated to fulfill specific residential life community support requirements as detailed in the Residential Staff Housing Contract and Employee Handbook.
- In addition to the responsibilities of a Resident Assistant, you will be expected to attend faculty meetings, whole student body meetings, residential duties, trainings, and community events as needed.
- Fulfill other duties as assigned.

Benefits include the following:

- Housing provided to the Resident Assistant free of charge, utilities included
- $3,500.00 stipend paid per term and throughout the employment contract
- Res Life Experiences and activities included in employment expectations
- Meals for the contractor are included on days school is in operation
- Anticipated schedule will be 24-32 hours per week, may include weekend hours

A successful candidate should be willing to build real relationships with high school students, coach and mentor students as they live in the residential community, and be physically present for the students. We are looking for people who want to invest in the next generation of student leaders while living among them!