



Title of the position

Summer Resident Assistant

Department

Housing and Residence Life

Term of employment

Spring/Summer 2011

Resident Assistant Brief Description:

- The purpose of this position is to act as a university liaison and campus resource for students residing in on campus housing during the summer months. This position also requires administrative, programming, and judicial duties pertaining to your residents.

Qualifications

- Current Grand Valley State University student (undergraduate or graduate)
- Good academic and disciplinary standing
 - Have a cumulative GPA of 2.5 or higher
- Enrolled for at least one class during the spring/summer semester
- Be a positive role model
- Must have a commitment to learning and personal development on the job

Position Requirements

- Work a minimum of 20 hours per week (Nights and weekends included)
- Required to live on campus for the summer
- Approval from supervisor for summer school enrollment or additional employment
 - Must limit outside commitments to 30 hours

Position Responsibilities

ADMINISTRATION

- Assist in the day-to-day operation of the community. This includes, but is not limited to, check-ins, check-outs, facility/maintenance checks, duty coverage, and weekly reports.

COMMUNITY BUILDING

- Educate peers as to the nature of community, as well as community standards.
- Facilitate an environment free of disruption and conducive to academic success.
- Promote a community where diversity is valued through mutual respect and empathy towards one's peers.
- Be familiar with the residents in your living area, or area of responsibility. Support those residents who would benefit from the attention of an informed caring peer.

RESIDENTIAL EDUCATION

- In concert with community members, initiate and implement imaginative programming.
 - Programming reflects students' needs, knowledge of student development, the mission of the department, and is framed by the culture of the living community. These programs tend to be more social in nature.
- Educate one's peers through role modeling.

RESOURCE PERSON

- Respond to peer's academic, social, and personal concerns and questions.
- Offer information and referrals to other resources and staff within the university.
- Assist with Parent and Honors Orientation
- Assist with Summer Camps and Conferences

LEADERSHIP

- Demonstrate investment in own personal and professional education and training.
- Model the qualities of a balanced, involved student on campus.
- Model appropriate behavior. Provide guidelines for community living and document problematic behavior which violates community standards.
- Serve as advocates for student needs and concerns. Balance the student voice with that of the institutional needs.
- Other duties as assigned by supervisor or HRL staff member.

TEAMWORK

- Serve as part of a living community team working with the Professional staff to uphold the mission of the department. Provide clear and frequent communication with team members.

Reports to:

- Apartment Director

Benefits

- Professional, leadership, and team building skills
- Free room (Room may be double or single occupancy)
- \$500 taxable salary **or** \$500 in Debit Dollars on your meal card.
 - Choosing the salary option will involve hours being entered via Ultratime.