

UConn Pre-College Summer

Summer Residential Assistant Job Description (Multiple positions available)

PROGRAM OVERVIEW:

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school sophomores, juniors and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as an exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

POSITION OVERVIEW:

Under the supervision of UConn's Pre-College Summer (PCS) administration, the **Summer Residential Assistant (Summer RA)** is responsible for the safety of program participants and the coordination of a positive academic, social, living and learning environment. This **full-time, live-in, 24/7 appointment requires a 7-week commitment** (including weekends) for the program period **June 12, 2024 - July 28, 2024**. Time off as requested and approved by the Summer Residence Hall Director. Summer RA duties are demanding and require maturity, genuine concern for program participants, a desire to work collaboratively with other Summer RAs, strong interpersonal abilities, and an understanding of Pre-College Summer Program goals and policies. Summer RAs will be scheduled for day shifts (7:30am-3:30pm), evening shifts (2:30pm-10:30pm), and Saturday field trips/check outs as assigned throughout the 5-week program. **The position will include room and board for training and the 5-week program, and a stipend (NEW SUMMER RA RATE: \$4,225.00 before taxes and RETURNING SUMMER RA (previously Community Manager) RATE: \$4,475.00 before taxes).**

POSITION RESPONSIBILITIES AND DUTIES:

The tasks and responsibilities will vary for both daytime and nighttime shifts as seen below. As a disclaimer, please understand due to the residential aspect of this job, if an emergency arises during a shift, you are not scheduled for, you may be asked to help and resolve the issue.

DAYTIME SHIFT RESPONSIBILITIES

- Check in with assigned classes every day for about thirty minutes to an hour
 - Some classes may differ depending on needs ex: class trips
- Eat breakfast and lunch with assigned classes
- Support and assist with workshops
- Collaborate with program staff on administrative assignments

NIGHTTIME SHIFT RESPONSIBILITIES

- Set up and host social programs in the evening for participants
- Eat lunch and dinner with assigned classes
- Conduct room checks with other Summer RAs at participant curfew
- Support and assist with workshops

GENERAL AND STUDENT/COMMUNITY DEVELOPMENT

- Participate in a mandatory 9-day training prior to the start of the first session
- Be a team player, and help cultivate a positive, supportive community and serve as a mentor
- Collaborate with other Summer RAs to create and present engaging workshops and social programming for program participants

- Actively assist with and coordinate weekly registration, student check-in, orientation, team building activities, safety trainings, etc. every Sunday during the program
- Coordinate and assist in the supervision of check-outs, building preparation, and field trip days at least one Saturday during program
- Assist with facilitating student orientation and check-in every Sunday
- Attend weekly to bi-weekly one-on-one meetings with the Summer Residence Hall Director
- Supervise and support participants with the transition to UConn, including assisting them in navigating the campus' academic, residential, social and dining facilities and activities
- Attend to the personal well-being of participants such as in health, safety, security and emergency situations
- Attend and participate in staff meetings, activities, and academic and social workshop programs
- Perform administrative duties as assigned including, but not limited to: distributing information, completing incident reports, creating door tags and bulletin board decorations, health and safety inspections, keep inventory of social program supplies, and checking and responding to email and phone communication
- Reside in assigned residence hall room throughout the duration of the Program
- Regularly check and respond to email and phone communication
- Perform other tasks as assigned and as needed

RISK MANAGEMENT AND POLICY ENFORCEMENT

- Serve on a duty rotation schedule, coordinating and responding to various student behavior and concerns
- Inspect participant rooms for health and safety purposes and report and document any violations
- Confront and document inappropriate behavior to hold participants responsible for their actions
- Maintain privacy and/or confidentiality when handling participant and community issues
- Support and uphold University, Residential Life, and Pre-College Summer policies by personal example
- Be knowledgeable of, enforce, and abide by all University policies and procedures, as well as State & Federal laws

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Demonstrated leadership and/or involvement experience
- Highly developed conflict management skills and ability to address concerns with students as well as fellow staff members
- Ability to work effectively with people from a variety of different backgrounds (race/ethnicity, gender, sexual orientation, religion, socio-economic status, disabilities, etc.)
- A desire to work collaboratively as part of a highly functioning team in a fast-paced environment
- **No other scheduled commitments** that would conflict with performing the duties/schedule of this role (classes, research, appointments, jobs, practice, GA commitments, etc.)
- Must be eligible to work in the US (International students on F-1 and J-1 visas may work on campus within the employment rules authorized by their visa [UConn International Student Employment](#))

PREFERRED QUALIFICATIONS:

- Previous experience as a Resident Assistant, Peer Mentor, or similar role in a campus setting
- An understanding of the needs of, and interest in, working with high school students
- Familiarity with the UConn Storrs campus and residence halls (including rules, regulations and policies)

NOTE: Selected candidates will be required to complete an online portion of CPR/First Aid training and an online Minor Protection training before official training begins. A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description.

Resume and cover letter are REQUIRED for all applicants. REQUIRED cover letter prompt: Why do you want to work with high school students and how would it benefit you?

Qualified applicants will be invited to participate in a group (in-person) and individual interview (either in-person or via online video) in February 2024. Please take note of the [application timeline](#).

For more information or if you have any questions, please contact Kelsey Bowers, PCS Graduate Assistant at kem23003@uconn.edu. **Use Subject Line:** PCS Summer Residential Assistant Position

Pre-College Summer

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TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:

<https://pcs.uconn.edu/summerjobs>