Resident Advisor (RA) Job Description | One month position | June 2 through June 25, 2011

The Resident Advisor’s (RA) job is to be a role model and mentor to a small group of approximately 15 high school students enrolled in the Governor’s School at Texas A&M University for a three week program in June. RAs will be responsible for supervising their small groups, while creating a fun and positive sense of community within each small group. RAs must balance multiple roles of friend, leader, authority figure, coach, and enthusiastic supporter. RAs must be able to think on their feet, have backup plans (e.g., if it rains or the video does not work), while remaining calm and collective when faced with crises and emergencies (e.g., roommate conflicts, injuries, etc.). RAs will be fair and consistent when enforcing policies of the Governor’s School (e.g., quiet hours, lights out); they will be diligent in helping to insure that students adhere to their daily schedules (e.g., arriving at breakfast and class on time), and they will make referrals, as needed, to the Residential Director for any students who appear to be having particular difficulties (e.g., homesickness, bullying, etc.).

Each RA will serve on one or more Evening Teams (e.g., Arts & Theatre, Sports & Games, Video & Events), and each Evening Team will be tasked with planning and implementing a variety of enjoyable evening and weekend recreational activities for the students of the Governor’s School. RAs will also rotate weekend and evening duties (e.g., after hours hall monitoring) and help supervise, on a rotating basis, two weekend field trips that are planned for the Governor’s School. In addition, it is essential that RAs work as a team with each other, the Residential Director, and other members of the Governor’s School staff and faculty. RAs should exhibit an enthusiastic “can do” attitude, be team players and positive role models, while also ever being mindful of safety concerns. And, of course, RAs should also enjoy working with high school age juniors and seniors.

Specific RA qualifications and duties are listed, but not limited, to the following:

1. RAs should be college undergraduates, graduate students, or high school teachers who are familiar with and enjoy working with high school age juniors and seniors. In addition, familiarity with Texas A&M University and/or living and working within a residence hall or summer camp environment is ideal. RAs should also be mature, exercise good judgment, and maintain a flexible “can do” attitude and sense of teamwork.

2. RAs will arrive several days prior to the start of the Governor’s School in order to (a) participate in all RA training activities (e.g., being a role model, understanding teenagers, enforcing policies), (b) prepare the residence hall for the arrival of the students (e.g., room checks, bulletin boards, door decorations), and (c) begin planning Evening Team activities (e.g., Arts & Theatre, Sports & Games, Video & Events). In addition, RAs will remain one day after the close of the Governor’s School in order to debrief, complete evaluations, and prepare the residence hall for closing (e.g., check rooms for lost and found items, remove all trash, return all keys, etc.).
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3. RAs will be assigned a small group of approximately 15 students with whom they will live in a residence hall. RAs will get to know their small groups, take genuine interest in each of their students, and strive to be positive role models, while working to create positive communities within their small groups in order to help ensure an enjoyable, memorable, and safe experience for each student.

4. RAs will be responsible for ensuring that their small groups awake and arrive on time each morning for breakfast and class or other planned activities (e.g., field trips). In addition, RAs will be responsible for monitoring their small groups during dinner each evening, as well as planning and implementing a variety of evening activities through their Evening Team assignments. RAs will end each day with small group meetings, help enforce quiet hours and lights out times, and be responsible, on a rotating basis, for weekend and after hour duties (e.g., field trips, hall monitoring, etc.). RAs will be free from duties each weekday, from approximately 9:00 am to approximately 4:00 pm.

5. RAs will consult with each other and the Residential Director, as needed, in order to intervene fairly and consistently with any minor student problems or policy violations that may arise. RAs will strive to be diligent in noticing and referring, as needed, any potential student problems that may need to be addressed (e.g., adjustment or academic difficulties). RAs will refer more serious or consistent student problems or ongoing policy violations or concerns to the Residential Director or Governor’s School Co-Directors.

6. RAs will maintain a flexible and enthusiastic attitude and sense of teamwork when working with other RAs, the Residential Director, and other Governor’s School staff and faculty. RAs must be able to “think on their feet” and have back up plans (e.g., in case of rain or video technical difficulties, etc.), and they will strive to remain cool and collective during any crises or emergencies (e.g., roommate conflicts, injuries, etc.).

7. RAs will not possess or consume any alcohol, illegal drugs, or tobacco products in or near the residence hall or Governor’s School program areas. RAs will not return to the residence hall in an inebriated state, nor allow guests into the residence hall who are not associated with the Governor’s School. RAs will also refrain from using any profanity and/or sexual innuendos that may create an unpleasant environment for students.

8. RAs must successfully complete a criminal background check prior to being employed, and they can be terminated and evicted from the residence hall immediately for serious incidents or poor judgment.

RAs will be compensated with all meals, housing in a residence hall (double-occupancy), and approximately $1,500 for a period beginning June 2, 2011 through June 25, 2011.

To apply: Please send a letter of interest, resume, and completed application (the following four pages) to tamugovernorsschool@gmail.com or hand-deliver hard copies to Suite 420 Harrington Tower, Department of Teaching, Learning and Culture, Texas A&M University.
Resident Advisor Application

Contact Information

Name: _________________________________  SSN: ________________________

Address: __________________________________________________________________

E-mail: _________________________________  Phone: _______________________

Employment Questions

Will you be 18 years of age or older by June 2, 2011?  ___Yes  ___No

Are you legally authorized to work in the United States?  ___Yes  ___No

(If hired, you may be required to show proof of U.S. citizenship or lawful authorization to work in the United States.)

Optional Demographic Questions

The staff of the Governor’s School at Texas A&M University is mandated, to the extent possible, to reflect the diversity of the State of Texas. An equal number of male and female Resident Advisors (RAs) are also needed, to the extent possible, in order to facilitate single sex small groups within the residence hall. For these purposes only, it would be helpful if you would please provide the following information:

How do you identify your sex and/or gender? _______________________________

How do you identify your race, ethnicity, and/or culture?____________________

Short Essay Questions

Please answer the following questions in approximately 250 words or less:

1. Please tell us how you heard about the Governor’s School at Texas A&M University and why you would like to be a Resident Advisor (RA) this summer.

2. Please help us get to know you better by telling us a little bit about yourself, including information about any experiences you have had working with youth and/or living or working within a residence hall or summer camp setting.
3. If hired as a RA, you will be assigned a small group of approximately 15 students with whom you will live and work in a residence hall. Please describe a scenario you might encounter within your small group and how you would handle it.

4. If hired as a RA, you will be assigned to one or more Evening Teams (e.g., Arts & Theatre, Sports & Games, Media & Events) that will be responsible for planning and implementing a variety of fun evening and weekend recreational activities. Please describe any special interests, hobbies, or talents you have, as well as one evening or weekend activity you would enjoy, along with how you would go about planning and leading it.

5. Please describe your understanding of teamwork.

6. Please describe your understanding of diversity.

7. If hired as a RA, you will be required to work from approximately 4:00pm each weekday until lights out each night. You will then be required to work in the morning until approximately 9:00am. On a rotating basis, you will be required to share weekend and after hour duties (e.g., hall monitoring, field trips, etc.) with other RAs. You will be free each weekday from approximately 9:00am until approximately 4:00pm to pursue other interests or commitments (e.g., summer school). Please describe any potential conflicts you anticipate with this schedule and how you would propose to resolve them.

References
Please provide the names and contact information for three people who can speak knowledgably regarding your character, work ethic, and/or experience working with youth and/or living or working in residence hall or summer camp setting:

Reference #1
Name:
Title:
E-mail:
Phone:

Reference #2
Name:
Title:
E-mail:
Criminal Background Check
Please note that any offer for a RA position will be contingent on your successful completion of a state and/or national criminal background check, including a criminal background check for sexual offenses. In order to complete a criminal background check upon a contingent offer of employment, you may be asked to provide the following information: Full name (including middle name and any aliases), date of birth, sex, race, state and county in which you reside, including address, driver’s license number, and/or other legal documentation that may be required for the purpose of completing a criminal background check.

Application Procedure
To be considered for a RA position, please submit this completed application, along with a cover letter and your current resume or vita. A limited number of qualified applicants who appear to be a good fit for the Governor’s School at Texas A&M University will be invited to interview, after which final offers will be made, contingent on successful completion of all criminal background checks.

Signature: ________________________________
Date: _________________________________

Please submit your application materials to tamugovernorsschool@gmail.com or hand-deliver hard copies to Suite 420 Harrington Tower, Department of Teaching, Learning and Culture, Texas A&M University.