Lead Resident Advisor, Summer Science Academy 2013
Job Description

Job Summary
The employment period is from June 15 -28, 2013. A criminal background check is required BEFORE employment begins. The overarching responsibility of each staff member of the Summer Science Academy is the safety and well-being of all students. Resident Assistants are responsible for creating a healthy environment conducive for personal and academic success in the residence hall. Responsibilities include mentoring, activity and seminar coordination and community building. The Resident Assistant serves as an advisor, counselor, and facilitator of student development.

General Position Responsibilities

- Demonstrate professionalism through preparedness, cleanliness, dress and communication
- Follow the program’s procedures and policies at all times
- Maintain a positive and fun attitude that students may follow
- Maintain a positive working relationship with other Resident Assistants and staff members
- Demonstrate effective problem solving skills, even temper, and a team player
- Oversees the respective discipline of the summer academy, creating and coordinating safe and enjoyable activities for students.
- Ensures that activities are effectively implemented
- Instructs and leads specialized activities with students and other Resident Assistants

Specific Duties/ Responsibilities

- Serve as lead Resident Assistant for the Academy
- Supervises and serves as first point of contact for 4 Resident Assistants
- Attend and actively participate in mandatory training May 28th –May 31st, 2013
- Work weekly required hours, plan and attends RA meetings, and evaluation process of the program
- Plan, organize, and implement innovative seminars and activities for students
- All Resident Assistants will rotate on an “On Call” schedule and are expected to be on site 4:00 pm until 8:00 am
- Creates and monitors “On Call” schedule
- Attend the closing ceremony for the end of the Academy session
- Assist with check-in and check-out of dorm facilities
- Chaperone and monitor students participating in field trips
- Monitor supply inventory and make requests as needed
- Additional responsibilities as assigned

Qualifications

- Seeking current Emory University undergraduate/ graduate students
- Undergraduates must be rising junior or senior student
- Demonstrated academic success (must have a 3.0 cumulative grade point average during time of application and during time of employment).
- Previous Resident Assistant experience preferred
- Previous experience working with youth ages 14-18
Compensation

- $1500 stipend, plus housing/ parking accommodations if needed

To Apply

If you are interested please submit the following:

- Resume with Cover Letter
- Official school transcript (if applicable)
- Letter of support from Academic Advisor (If previous Resident Advisor, must submit letter of recommendation on Resident Life)

Cover letter, resume and letter of support can be sent electronically to yhood@emory.edu

Official School Transcripts must be sealed and mailed or hand delivered to:

Ms. Yolanda Hood
EUSOM Summer Science Academy
1648 Pierce Drive, Suite 375
Atlanta, GA 30322