Resident Assistant Position Description

The RA position is critical to the success of PAYS. The RA supports students primarily while they are in residence at Walker Hall. The RA has primary responsibility for the safety and well-being of PAYS students when they are in the residence hall. In a typical day, the RA will spend the afternoons and evenings with students engaged in activities. Much of the RA’s time will be spent planning and preparing for weekly field trips and evening activities. Past activities have included a PAYS talent show, birthday celebrations, tie-dye, karaoke, sports activities, a dance and trips to the Village.

Successful applicants will have a strong academic record and an open spirit that makes their contribution uniquely powerful. It is also preferable that the RA have an interest in and/or experience working with high school students. Educational experience is especially helpful.

The RA is a role model and a mentor to PAYS participants. For this reason, it is critical that the RA maintains professionalism and exhibit good judgment. The RA must remain sub-free throughout PAYS. The RA will also be expected to assist in disciplinary and emergency situations or where conflict resolution is required.

During the 2016-17 academic year, the RA will remain in contact with their PAYS students. The RA can also elect to work for PAYS as a college advisor to seniors and/or by participating in college planning workshops during the fall and spring semesters. There might also be opportunities to tutor PAYS students. Preference will be given to applicants who can offer this important continuity.

Resident Assistant Responsibilities

The responsibilities of a PAYS RA are both challenging and rewarding. As a resident assistant, in addition to what is stated above, you will be expected to fulfill the following responsibilities:

- Create & implement a PAYS activities calendar.
- Ensure the safety and wellbeing of PAYS participants.
- Attend to any residence hall needs, such as lock-outs, contacting maintenance, etc.
- Prepare & organize the residence hall before Opening Day and throughout the program.
- Attend weekly staff meetings
- Reside in the PAYS residence hall from Sunday to Thursday night. All participants and staff will live in WALKER RESIDENCE HALL.
- Provide a mature influence in and outside of the residence hall setting.
● Serve as a guide on fieldtrips that occur once per week on Fridays. Assist/Aid the Assistant Director in arranging field trips.

● Lead a self-designed course twice a week. (Assistance will be provided.)

● Plan and implement evening activities.

● Plan and provide evening drinks and snacks.

● Mentor, engage, and socialize with students (including evenings). Develop relationships and serve as a mentor to a diversity of students.

● Participate in a one week training and pre-program preparation from June 10th - June 18th. Opening Day is Sunday, June 19th. The program ends on Friday, July 15th for the high school students and Saturday, July 16th after 5pm for YOU.

● Write an end-of-program report and provide feedback on any PAYS students mentored by the conclusion of the program.

● This is a time-consuming position that takes up days and nights (and sometimes weekends – for planning). The job requires sincere and sustained commitment, but it is also FUN and rewarding!