Resident Advisor Job Description: Summer 2016

Summer at Syracuse Resident Advisor Job Description

Office of Residence Life

The Office of Residence Life, a department within the Division of Student Affairs, serves an integral role in the lives of Syracuse University and ESF students. Its mission is to provide an educationally stimulating living environment where students may explore their own development en route to becoming contributing citizens in a global society.

The Resident Advisor (RA) is a peer advisor and educator who works with residents to assist them in addressing their needs within a residence hall and the university community. The position is challenging because the RA works with students and administrators, learns to articulate rights and responsibilities for both the individual and the University, and balances his or her own pressures of academic and personal responsibilities. To support and guide the Resident Advisors, professional staff members work to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students as well as provide on going support and training for RAs on their staff team.

Summer at Syracuse Program Descriptions

Student SUccess Initiative (SSUI): The Student SUccess Initiative (SSUI) is a program committed to the retention of students and is designed for the undergraduate who is dedicated to making a change in his/her approach to academic and personal development. In partnership with schools and colleges, SSUI provides an intensive and comprehensive residential learning community experience that includes personal coaching, study groups, clinics, and tutorials as well as social activities that fully support the development and utilization of success-oriented skills and strategies.

Summer College: Summer College designed for high school students who wish to taste a slice of college life. The population is primarily composed of students who have completed their sophomore or junior years. Students choose from eleven academic programs, earning 6 college credits, or they may choose from a selection of shorter, non-credit programs. Summer College is their opportunity to explore a discipline at the college level as they begin to make decisions about colleges and majors. The experience helps students focus and energize as they return to their high school to prepare for college. Resident Advisors (RAs) play an important role helping students learn about, adjust to, and make decisions about the college life they want to pursue in addition to planning and coordinating a wide range of social and recreational activities for evenings, weekends, and special events.

SummerStart: SummerStart is a residential academic program designed to assist students in making a smooth transition from high school to college. Students may earn seven to ten credits towards their degree and are supported by advisors from their individual schools or colleges, academic counselors, and residence life professionals. This program provides students with an opportunity to become familiar with the academic, social and cultural life at Syracuse before starting the fall semester. SummerStart recognizes that considerable learning takes place outside of the classroom. Consequently, considerable emphasis is placed upon the development and execution of a residential life experience that is integrated with the academic and counseling aspects of the program.

Description of the Position

A Resident Advisor facilitates the development of a residential community in the living unit and helps strengthen students’ communication and confrontation skills. A Resident Advisor intentionally facilitates dialogue with individual students and groups of students in a residence hall. Staff and students work cooperatively to identify student needs and respond to those needs through a variety of activities and programs. Specific responsibilities will depend on the needs of the particular hall and summer program to which the Resident Advisor has been assigned. A Resident Advisor is a member of the Office of Residence Life staff and is directly responsible to the Residence Director and Assistant Residence Director (Senior Residence Staff).

Under the supervision of the Senior Residence Life Staff, the Resident Advisor will fulfill the general requirements and responsibilities of this job as outlined in the “Resident Advisor Job Description” and in the “Resident Advisor Employment Agreement.”
EDUCATOR
A. Demonstrate effective listening and reflection skills
B. Show sensitivity towards other lifestyles
C. Celebrate and encourage others to celebrate issues of diversity
D. Show a high level of self-awareness and be aware of personal strengths and weaknesses
E. Engage in open dialogue and share in perspective taking
F. Be aware of, and represent the rationale for, University policies and procedures
G. Community Facilitator
H. Know and recognize all members of the floor community
I. Work to create a set of floor agreements among residents
J. Meet the needs and interests of residents through intentional floor programming
K. Facilitate weekly floor meetings with residents
L. Assist students in completing living agreements
M. Provide dialogue and discussion on the issues of alcohol and other drugs, multicultural issues and academic support skills
N. Maintain and update a physical environment consistent with staff and departmental standards
O. (Summer College and SummerStart) Assist with talent show and/or closing banquet
P. (SSUI) Acclimate new transfer students to Syracuse University through the Transitions program
Q. (SSUI) Incorporate general summer session residents into SSUI events

CRISIS MANAGER/ ADMINISTRATOR
A. Understand and utilize emergency procedures appropriately
B. Remain calm and effective in emergency situations
C. Complete paperwork in a timely and effective manner
D. Be on time for all meetings, programs, and “on duty” responsibilities
E. Consistently confront inappropriate behavior and enforce University policies and procedures
F. Report maintenance and facility concerns appropriately
G. Post approved information from on-campus offices and organizations in a timely manner
H. (Summer College and SummerStart) Enforce summer program curfew hours and facilitate nightly resident sign-in procedures, where appropriate

TEAM MEMBER/ ROLE MODEL
A. Demonstrate behavior consistent with departmental and staff expectations
B. Respect and maintain confidentiality
C. Act as an appropriate referral agent for students
D. Give and receive feedback from others in an appropriate manner
E. Support and recognize other staff
F. Act as an appropriate role model for others
G. Handle stress appropriately
H. Balance academics, personal relationships and extracurricular activities with the Resident Advisor position
I. Support and/or be involved in community council efforts and encourage residents to be involved and active participants
J. Participate actively in all staff development and training activities
K. Identify as a role model and a representative of the University, both within and outside the hall and the University
L. Know and adhere to the Code of Student Conduct, Terms and Conditions of Student Housing, Residential Policies, the Syracuse University Sexual Harassment Policy, Alcohol/Drug Policy and other policies of the University

MISCELLANEOUS
A. Act as a representative of or accomplish tasks requested by the senior staff, Assistant Director of Residence Life, Associate Director of Residence Life, Director of Residence Life, or the Senior Vice-President and Dean of Student Affairs
B. Perform other duties as assigned.

Compensation
Room and board charges for the duration of the summer program shall be the responsibility of the University for the employment of the Summer at Syracuse Resident Advisor. Additionally, the Summer at Syracuse RA position will have the opportunity to earn $9.00 an hour for 25 hours each week for responsibilities performed.

08/14/2015