

Summer Resident Assistant Job Description & Position Expectations

Bargaining Agreement: As your job falls within the bargaining unit represented by the WPI Resident Advisor Union (RAU) United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and its Local Union 2322, the terms and conditions of your employment will be governed by the contract between WPI and the RAU-UAW. Your position will be maintained subject to the agreed upon Collective Bargaining Unit, including your maintenance of active student status at WPI, and policies and procedures of WPI. WPI-RAU-UAW contract and contact information can be found here.

A Summer Resident Advisor (SRA) is considered an integral part of the University's effort to meet the educational, social, and emotional needs of students. As a member of the Housing and Residential Experience Center team, SRAs live and work with students to cooperatively establish an educational living/learning environment with a well-balanced variety of departmental activities. The specific responsibilities are outlined below. An SRA reports to the Summer Community Director (CD). The Summer Resident Assistant also assists with housing conference tasks such as check-in, check-out, maintenance tasks (such as bed raising/lowering), assembling key packets, and assisting with linen packets.

All Summer Resident Advisors are expected to assist with fulfilling the mission of the Housing & Residential Experience Center:

The Housing & Residential Experience Center (H.R.E. Center) provides a housing environment and residential experience that is focused on supporting students through personal growth, leadership opportunities, academic achievement, and student engagement.

General Overview:

Summer Resident Advisors are students between their first year/sophomore, sophomore/junior, and junior/senior years that live in the residence hall that houses undergraduate summer students. Some ways that SRAs foster this community within the residence hall include reporting maintenance concerns promptly, responding to crises and violations of university policies, creating group events and activities, and providing individual guidance to students. All SRAs are responsible for the section of the residence hall that houses undergraduate summer students in addition to assisting with summer conference tasks.

SRAs are expected to work 10-15 hours per week in their position with overnight and weekend on call duty. Most of these hours would be in the form of office hours, after hour conference check-ins/outs, and programming events.

Given the high expectations of our SRAs to improve the quality of life within the residence hall, we seek out students with leadership skills, enthusiasm, organizational skills, maturity, and willingness to help others. SRAs will participate in training in advance of summer. Current Resident Advisors will be given preference for an SRA position.

Compensation: Full housing waiver (single) within a suite & \$1200 stipend

POSITION RESPONSIBILITIES

Student Development and Leadership

1. Set an example by adhering to the rules and regulations of the University and the H.R.E. Center.
2. Actively initiate contact with students on the floor to develop a rapport with each individual.
3. Be available in the residence hall, especially evenings and weekends and peak times for student interactions.
4. Recognize and assist students with social, personal, academic and related concerns and needs.
5. Provide assistance and mediation in resolution of conflicts between roommates or floor members.
6. Understand the necessity for confidentiality as well as the limitations.
7. Foster a positive and cooperative environment in the residence halls.
8. Help develop an atmosphere on the floor where students have concern and respect for the rights and privileges of others.
9. Promote and understand tolerance and acceptance of diverse lifestyles and individuals.
10. Help students develop a respect for private and University property.
11. Foster an atmosphere conducive to study and the development of effective study skills.
12. Know, communicate, and enforce WPI and residence hall policies and regulations fairly and consistently while displaying good judgment.
13. Confront, document and/or make referrals of inappropriate behavior.
14. Be familiar with fire alarm systems and evacuation procedures as well as other emergency procedures.
15. Provide assistance and leadership in emergency or crisis situations.
16. Conduct periodic floor meetings for the purpose of planning activities, distributing information, explaining residence hall policies and procedures, and strengthening floor community.
17. Be familiar with campus resources and services such as Student Development and Counseling Center, Health Center, Dining Services, Financial Aid, Career Development Center, Religious Center, Campus Police, Student Life Office, Disability Services, Student Activities, Academic Advising, Multicultural Affairs, and International Students and Scholars.
18. Work closely with Conference staff to ensure quality service for guests
19. Work cooperatively with Residence Hall staff team including Residence Hall custodial staff.

Programming

1. Encourage and facilitate the planning of programs based on the needs and interests of residents.
2. Provide information and encourage involvement in residence hall and campus programs.
3. Fulfill programming requirements as established by the H.R.E. Center.

Administrative

1. Complete all administrative tasks efficiently, promptly, and accurately.
2. Distribute and/or assist in collecting notices, reports and forms as requested by the Summer CD and the H.R.E. Center.
3. Attend all staff meetings, training sessions, and one-on-ones as scheduled by the Summer CD and the H.R.E. Center.
4. Be on duty on weeknights and weekends according to the schedule developed. Duty includes: rounds of building(s), documentation of incidents, checking on building security, and completion of duty log.
5. Be alert to safety and security hazards and report them as necessary to the appropriate individuals.

6. Assist in preserving the facilities and furnishings of the buildings by assessing the condition of the room before and after occupancy and conducting periodic maintenance and Health & Safety checks.
7. Assist with summer events including but not limited to First Year Welcome Experience, summer conferences, and campus tours.
8. Assist in conference check ins/outs
9. Assist in conference key packet creation
10. Other duties as assigned.

POSITION EXPECTATIONS

General Expectations

1. Design and install 4 bulletin boards per SRA (pick one section of bulletin board and split into 4 sections):
 - a. Local attractions, events, and information.
 - b. Meet the Staff – with room and contact information.
 - c. Educational – your choice.
 - d. Campus Resources, contact information, and locations.
2. Door decorations: design one for each resident with their first name.
3. Check email regularly.
4. Utilizing and updating Outlook calendar regularly.

Programming

1. Provide residents with 2 Community Builders per summer session.
 - a. 1 of the 2 can be a partner program with another SRA.
2. Provide residents with 1 Building Wide program per summer session.
 - a. Planned with entire SRA staff.
3. Complete Gompei Chats each summer session with all residents in SRA's individual community.
4. Utilize H.R.E. Center programming learning objectives to fulfill programming requirements.

Duty

- Duty schedule will be established prior to the start of summer.
- SRAs will serve in an on-call, weekly duty rotation utilizing the on-call phone while on duty.
- Duty Hours:
 - a. Monday – Thursday: 4:30pm-8:00am (next morning) when H.R.E. Center is open. All day when H.R.E. Center is closed.
 - b. 4:30pm on Friday – 8:00am on Monday.
- SRAs are permitted to be within a 15-minute radius of campus while on duty.
- SRAs should make, at least, two active rounds of the building during each duty night within their designated residence hall
- If an SRA encounters an incident, they should handle the incident, call for support from another SRA or the CDOC. If necessary, email the Summer CD about the incident, and submit an incident report.
- Duty Changes:
 - a. Changes to the schedule should only be made for *emergency situations*.
 - b. Duty changes must be made prior to 3:00pm for a weeknight change and no later than 3:00pm for a weekend change.

- c. The SRA requesting the change must contact the Summer CD of a duty change; if Summer CD is not available then SRA must contact the Assistant Director of Residential Experience.
- d. It is the responsibility of the duty SRA to find a replacement. If no replacement can be found, the original SRA is still on duty.

Administrative

- 1. Submit incident reports via Advocate, as necessary.
- 2. Complete roommate conflict paperwork, as necessary. Roommate agreements are available on the housing portal.
- 3. Assist with the check-in/out process for summer residents/guests including preparing keys/welcome letters prior to arrival and greeting residents/guests upon arrival.