

FINLANDIA UNIVERSITY

Position Description: Resident Assistant, Summer Program

Title: Resident Assistant
Department: TRIO Upward Bound (UB)
Supervisor: Director of TRIO Upward Bound
Category: Staff
Status/Type: Temporary - summer program only / Fixed-duration
TENTATIVE DATES OF SUMMER PROGRAM: Monday, June 13, 2015 – Saturday, July 22, 2016
TENTATIVE ALL STAFF TRAINING: Thursday, June 8-10, 2016

Position Summary:

Resident Assistant (RA) is responsible for the overall care, safety, and well-being of all of the participants in the summer program, with special attention to those students assigned to your core group. The number of students assigned to an RA will vary between four and seven, depending on the number of students attending. The program employs both male and female RA's to adequately serve the gender-diverse program participants.

Required Qualifications:

1. Completed at least two years of college, be enrolled full-time and pursuing, or already possessing, a Bachelor's Degree with a minimum GPA of 2.25
2. Must be positive, enthusiastic, and exhibit creativity, flexibility, maturity and dependability.
3. Demonstrated ability to work with diverse populations and have empathy for youth
4. Ability to work independently, but also cooperatively as a member of a team, under the direction of the Resident Director
5. Must have operating cell phone and be willing to use during summer program
(Residential staff members will receive a stipend to reimburse for work related cell phone usage)
6. Successfully pass a criminal background check
7. Agree to participate in required training programs the week before residential portion begins

Desired Qualifications:

1. First-Aid/CPR/Lifeguard training
2. Possess a valid driver's license and an acceptable driving record and the ability to successfully complete University-administered written driving test

Essential Responsibilities:

1. Guide and engage students in participating safely and successfully in all aspects of the Summer Program (SP)
2. Provide a positive, nurturing environment that encourages and motivates program participants to work toward becoming successful college-potential students
3. Encourage and role-model appropriate social interactions and interpersonal skills in relationships with peers and adults while practicing discipline and manners
4. During mealtimes, sit and interact with participants as much as possible; spend some time to get to know them individually
5. Accompany participants to and participate in nightly and community service activities encouraging a positive, supportive atmosphere
6. Complete an overnight assignment (11:00 p.m. – 7:00 a.m.) and flex-time (3:00 p.m. – 5:00 p.m.) on a shared rotation basis with each RA as assigned once or twice weekly (attempts will be made to not assign staff both shifts on the same day)
7. During overnight shifts, keep logs containing descriptive notes of any issues that arise
8. Support the administrative staff in forming and maintaining a cohesive unit and keep administrative staff members abreast to all concerns as administrative staff works with these students year around to offer advice when appropriate or refer student/s to needed services
9. Attend and contribute to staff meetings
10. Share responsibility for and offer assistance in organizing and carrying out all evening activities assisting the SP Coordinator in all aspects of the events
11. Use discretion and common sense in assuring he/she gets sufficient rest and stays healthy, physically and mentally, to handle long busy days
12. Reside in the dorm when students are present, (typically Monday – Thursday evenings) and adhering to the Student, Campus, and Staff Guidelines
13. Travel with the participants and other staff the last week of Program on major field trip, continuing responsibilities from on-campus portion
14. Transport students by driving University vehicle as required
15. Assist with keeping residence hall and other areas clean and monitor participant's room cleanliness along with all other TRiO UB staff. Students are required to keep their own rooms clean
16. Adhere to university policies and procedures
17. Work collegially and professionally with students, employees and external constituents
18. Support institutional identity and mission of Finlandia University as “a learning community dedicated to academic excellence, spiritual growth, and service”
19. Perform other duties as assigned by Program Director and/or administrative staff

Application Procedure:

Mail or e-mail a cover letter and resume and TRIO UB employment application to:

Joe Zerbst
Director TRIO Pre-College Programs
Finlandia University
601 Quincy St.
Hancock, MI 49930
joe.zerbst@finlandia.edu

The UB employment application is available on the TRIO Upward Bound webpage at www.finlandia.edu/upwardbound, TRIO UB, and Summer Staff or by calling (906) 487-7343.

Review of applications will begin on March 18, 2016, and will continue until the position is filled.

As a learning community Finlandia University recognizes and affirms the dignity and worth of all people and cultures. We will strive to provide an institutional climate that does not perpetuate or tolerate forms of discrimination. We are committed to recruiting, developing and retaining a qualified and diverse faculty, staff and student body.

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law in admissions, employment, athletics, programs, and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies or gender equity concerns:

Karin Van Dyke
Title IX Coordinator
(906) 487-7344
Karin.vandyke@finlandia.edu

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