

Job Title: Summer Resident Advisor for Housing & Residence Life

Location: Notre Dame of Maryland University

Compensation: \$2,673 pre tax for the summer, \$400 in flex for meals, and free summer housing

Reports to: Colette Pierce, Director of Housing and Residence Life & Graduate Residence Coordinators

Available Positions: 3

Job Summary:

The Summer Resident Assistant (RA) plays a vital role in fostering a welcoming and safe environment within the residence halls. This position requires an individual who is dedicated to building a sense of community among residents, ensuring a secure living space, and supporting the mission of Housing & Residence Life through various responsibilities.

Responsibilities:

- Provide a positive and welcoming presence in the residence halls, promoting a sense of community among residents
- Foster a safe and secure living environment by conducting rounds, responding to emergency situations, and enforcing community standards
- Provide support and resources to residents, such as answering questions, resolving conflicts, and referring residents to appropriate resources
- Collaborate with the Housing & Residence Life staff to plan and execute summer events, such as move-in, move-out, and programming for residents
- Represent the Housing & Residence Life department by attending meetings and providing feedback on policies and procedures
- Prepare the Residents Hall for traditional academic year residence hall opening
- Manage inventory and set rooms
- Serve in the Summer RA duty and on-call rotation
- Perform other duties as assigned by the Housing & Residence Life staff

Requirements:

- Currently enrolled as a full-time student during the Spring 2024 term
- Strong leadership skills, with the ability to work well in a team environment
- Excellent interpersonal and communication skills, with the ability to build relationships with a diverse group of residents
- Ability to respond to emergency situations with a calm and professional demeanor
- Ability to work a flexible schedule, including evenings and weekends
- Available from 8:30am-4:30pm on Tuesday's and Thursday's weekly
- Familiarity with Microsoft Office and other relevant technology

Disclaimer: This is a seasonal position with hiring taking place on an annual basis. Compensation is reviewed each year, based on budget assessment, and is not guaranteed from one year to the next. The contents in this description may change. Please review your contract if offered one for final details.

