

POSITION OVERVIEW

The Pre-College Resident Assistant (RA) position at Maine College of Art is an undergraduate paraprofessional position with Student Life and Continuing Studies. The core responsibilities of the Pre-College RA are: to provide leadership, to mentor, and to create a supportive community for high school-aged Pre-College students. RAs will be selected on the basis of responsibility, sensitivity, and ability to remain neutral and respectful of participants. This position will require timely completion of administrative tasks, policy enforcement, documentation, programming, and frequent communication with professional staff. Pre-College RAs will participate in mandatory training prior to the start of the program. Pre-College RAs report to the Pre-College Program Coordinator(s).

Applicants need to have lived in on-campus housing for at minimum two consecutive semesters. Applicants should note that good academic and judicial standing at Maine College of Art is both a prerequisite and an ongoing requirement of students holding a Pre-College RA position.

TIME COMMITMENT

Pre-College runs from July 4 - July 24, 2021. *You must be available for the entire program to accept the position.* You may work an outside job during the program, but must be available all nights and weekends. Additionally, you must be available all day during the training days.

Length of Employment: Pre-College RAs must be available June 28- July 25, 2021.

Training: RAs will participate in Pre-College training on June 29 - July 3, 2021.

On-Call: When the program is in session, RAs will be required to serve in the rotation from 5:00 PM - 9:00 AM, 7 days a week. Individual RAs can expect to serve 3 to 4 nights per week.

DUTIES & RESPONSIBILITIES

General Responsibilities

- Carry out MECA Student Life's Mission and the Mission, Vision, and Values of Maine College of Art
- Foster a community that is safe and healthy for students of all identities
- Act as a positive role model for Pre-College students
- Be a regular and consistent presence in the Oak residence hall
- Communicate effectively with peers, staff, and partners
- Work on a team that includes peers and supervisors
- Be an advocate for a positive resident experience
- Perform other duties as assigned

Community Development & Programming

- Build relationships with the Pre-College students by being approachable and available
- Assist Pre-College students in building relationships with each other
- Create door decorations, bulletin boards, and posters for the Pre-College residential community
- Collaborate with Facilities staff to address health & safety needs in the residential community
- Assist with off-campus and weekend programming and trips

- Effectively disseminate information to residents through floor meetings, personal communication, and other means
- Mediate conflicts between Pre-College students in a non-biased manner
- Plan and implement programming for Pre-College students

On-Call & Crisis Management

- Educate residents on the policies and procedures of Student Life and Continuing Studies
- Participate in a rotating nightly schedule with other Pre-College RAs including weekends
- Complete expectations such as carrying and answering the RA On-Call Phone, completing an on-call log, and writing Incident Reports in a timely and effective manner
- Assist with curfew check-in
- Be able to complete two full sets of On Call rounds per duty night moving through Oak without the use of elevators
- Identify and assess situations and be able to take appropriate actions as necessary

Administrative Responsibilities

- Participate in Pre-College RA staff training
- Assist with Pre-College move in and move out including managing keys and Room Inspection Forms
- Attend weekly meetings with the Pre-College Program Coordinators
- Effectively be able to manage the time including balancing the Pre-College RA job and other outside commitments
- Complete administrative tasks within the timeframe asked by a supervisor
- Provide feedback to Student Life and Continuing Studies
- Participate in a performance evaluation at the end of the program

COMPENSATION

Pre-College RA compensation includes a single room in Oak and a meal plan for the duration of the program and training. Pre-College RAs will also receive a \$650 stipend. Please note that a student's financial aid package may be impacted by this position. Contact Financial Aid to discuss your specific package.

APPLICATION REQUIREMENTS

- Application form
- Three supplemental essay questions
- A current resume
- One reference from a MECA faculty or staff member
- One other reference who is not a peer or family member (may also be a MECA faculty or staff member)

APPLICATION TIMELINE

FEBRUARY 22, 2021: All application materials are due to the Office of Student Life

FEBRUARY 28, 2021: Group process interviews

MARCH 1-5, 2021: Individual interviews



PRE-COLLEGE RESIDENT ASSISTANT POSITION DESCRIPTION 2021

MARCH 8, 2021: Decision letters emailed to applicants