

## **POSITION OVERVIEW**

The Summer Resident Assistant (RA) position at Maine College of Art is an undergraduate paraprofessional position with Student Life. Summer RA assignment begins shortly before Commencement and ends on the Wednesday before the start of Fall Term 2021. However, Summer RAs must be available for training in the days leading up to the start date. Because of the pandemic, we are still slightly unsure of these exact dates at this time—and, thanks to COVID, are subject to change. Summer RAs are assigned a specific building to live in and are available to all summer residential students, MECA, and outside summer housing groups as needed.

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

## **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 students in the MECA community
- Be a regular and consistent presence in assigned residence halls
- Communicate effectively with peers, staff, and outside partners
- Work on a team that includes peers and supervisors
- Be an advocate for a positive resident experience
- Work as a liaison between summer residential students, outside groups, and Student Life
- Perform other duties as assigned

### **Community Development & Programming**

- Build relationships with summer residents
- Create door decorations, bulletin boards, and posters for the residential community as directed
- Collaborate with Facilities staff to address health & safety needs in the residential community
- Effectively disseminate information to residents through floor meetings, personal communication, signage, and posters
- Mediate conflicts between residents in a non-biased manner
- Attend and support programming during MECA's Pre-College program as needed

### **On-Call & Crisis Management**

- Enforce all residence hall policies in the Guide to Community Living for summer residential students and non-MECA groups staying in housing
- Rotate on a weekly On-Call schedule with other Summer RAs with weeknight duty lasting from Monday-Thursday 5:00 PM - 9:00 AM (overnight coverage) and Friday - Sunday from 5:00 PM - 5:00 PM (24 hr coverage)
- Complete all On-Call requirements including carrying the On Call phone and completing rounds of the residence halls, and any administrative tasks associated with On-Call such as On-Call logs or incident reports
- Be able to complete two full sets of On Call rounds per duty night moving through each building without the use of elevators

- Maintain the privacy of residents and their needs
- Identify and assess situations and be able to take appropriate actions as necessary

### **Administrative Responsibilities**

- Participate in summer RA staff training in May
- Assist with check-in and check-outs of residential students and summer housing groups, including managing keys, collecting summer housing contracts, and Room Inspection Forms
- Attend bi-weekly one on one meetings with your supervisor
- Effectively be able to manage time, including balancing the Summer RA job with other commitments
- Complete administrative tasks within a timely manner when asked by a supervisor
- Provide ongoing feedback to Student Life Pro Staff
- Participate in an evaluation at the end of employment

### **COMPENSATION**

RA compensation is in the form of credit equal to the room rate for the space to which an RA is assigned for the summer. 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

**MARCH 8, 2021:** Decision letters emailed to applicants