

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

Hours: Approximately 25 hours weekly

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