

**Job Description: Resident  
Assistant (RA)**

**What is Summer Springboard?**

Our mission at Summer Springboard is to help students increase their self-awareness so they can make decisions about college selection, academic majors, and career planning that reflect their personal vision for success. Our innovative pre-college summer programs, offered at some of the nation's leading colleges and universities, combine the benefits of an academically challenging summer experience with tools and frameworks for personal leadership development and self-discovery.

[Watch our Summer Springboard video here!](#)

We are seeking **Resident Assistants** to join our team for the following locations:

<p><b>Berkeley, CA (UC Berkeley)</b> Session 1: June 19 - July 1, 2022 Session 2: July 3 - July 15, 2022 Session 3: July 17 - July 29, 2022</p>	<p><b>New Haven, CT (Yale University)</b> Session 1: June 19 - July 1, 2022 Session 2: July 3 - July 15, 2022 Session 3: July 17 - July 29, 2022</p>
<p><b>Los Angeles, CA (UCLA)</b> Session 1: June 26 - July 8, 2022 Session 2: July 10 - July 22, 2022</p> <p>Or (Preferably <b>AND</b>)</p> <p><b>San Diego, CA (Campus TBA)</b> Session 1: July 24 - August 5, 2022</p>	<p><b>New York City, NY (Fordham University – Lincoln Center)</b> Session 1: June 19 - July 1, 2022 Session 2: July 3 - July 15, 2022</p> <p>Or (Preferably <b>AND</b>)</p> <p><b>Washington, DC (Georgetown University)</b> Session 1: July 17 - July 29, 2022</p>
<p><b>Boston, MA (Simmons University)</b> Session 1: June 26 - July 8, 2022 Session 2: July 10 - July 22, 2022</p>	

If you're applying for either our Georgetown University, NYC, UCLA, or UC San Diego campus sites, **PREFERENCE** will be given to applicants who are able to work a combined NYC/Georgetown or combined UCLA/UC San Diego program during the corresponding sessions and locations. **For example**, if you're interested in applying to work at our UCLA location, preference will be given to applicants who can work both sessions at UCLA (see above dates) and then relocate to our UC San Diego campus for its sole session (see above dates). The same applies to our NYC/Georgetown locations respectively.

**Resident Assistants** are an integral part of the Summer Springboard team. We are seeking *energetic, fun, and engaging individuals* to inspire our teens to become the best version of themselves. Resident Assistants will report to and be under the direct supervision of the Campus Director.

### **What is a Great RA?**

1. **Mediator:** Mediating conflict and maintaining a positive group dynamic.
2. **Model:** Be a role model to your students. Possess a good attitude.
3. **Caretaker:** Take care of the physical and mental health of your student.
4. **Listener:** Be an active, empathetic listener.
5. **Facilitator:** Facilitate meaningful discussion and reflection. Demonstrate the ability to facilitate individual conversation.
6. **Teammate:** Offer proactive assistance to your team members, for the good of the overall program.

### **Position Responsibilities**

Resident Assistants (RAs) will be responsible for supervising students in a university residence hall setting and help guide students through campus life. RAs will design, execute, and plan a variety of activities, either social or co-curricular in nature. Completing nightly check-ins, monitoring curfew, and helping students adapt to dorm life are just some of the aspects. During the program, RAs will help facilitate or lead activity groups, athletics, projects, discussions, or workshops. On weekends, RAs will accompany and be responsible for students while out and about on excursions such as museums, local sports team games, or tourist attractions. RAs should be highly accessible in the residence hall and around campus, especially during the afternoon and evening hours.

#### *RA Training:*

- Participate in virtual training with Summer Springboard HQ staff and Campus Director.
- Attend three days of in-person training on-campus prior to the start of the first camp session.
- Read and prepare questions on all the resources provided by Summer Springboard.

#### *Plan for and prepare for the program:*

- Read through and complete all staff forms and paperwork in a timely manner.
- Plan and arrange your travel to/from your designated campus.
- Participate in introductory and planning calls with your Campus Director or Program Manager.
- Become familiar and comfortable with the program schedules, structure, resources, staff responsibilities, and Summer Springboard's 5-Point Safety Plan and other emergency and health procedures and policies.

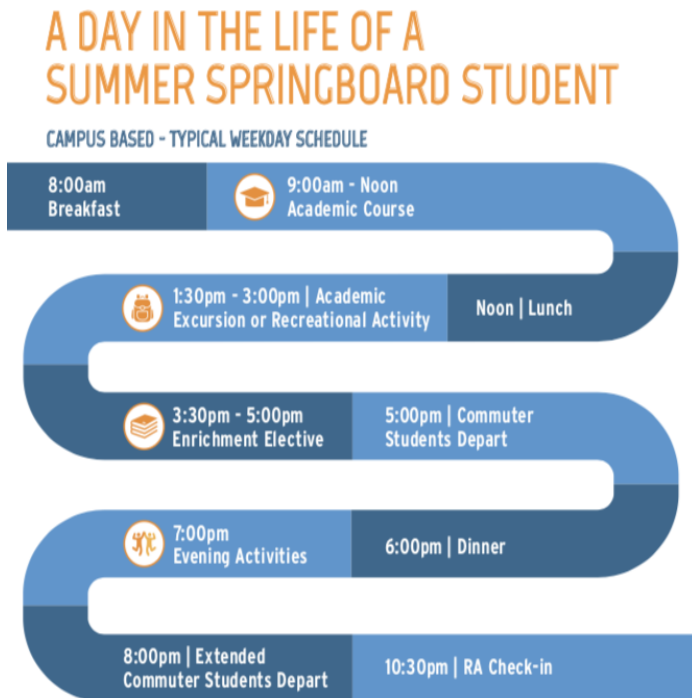
#### *Work to uphold positive group dynamic:*

- Live alongside students; Resident Assistants will have responsibility for students 24 hours a day, 7 days a week while programs are in session (except for designated evenings off).

- Protect the health and safety of students at all times.
- Facilitate or co-facilitate team building and reflection activities, as well as parts of the Summer Springboard curriculum.
- Work as part of a team to create a successful, safe, and fun learning environment for students.
- Enforcing the rules and policies of Summer Springboard and those of the host university's residence life department, dining services, and campus safety.
- Mentor and counsel students through personal growth experiences.
- Meet regularly with supervisor and residential staff.
- Provide constructive feedback for further program and curriculum development.
- Hold students accountable for their behaviors and comfortable enforcing policy.
- Confront and respond appropriately to any violation of Summer Springboard rules.
- Use common sense and good judgment when interacting with students, staff, and University partners!

## A “Day In The Life”—Student Compared to Staff

On the left is the general breakdown of how a student’s weekday is structured, and on the right is a general overview of what an RA’s “typical” weekday might look like in conjunction with that:



### WEEKDAYS:

#### 8:00AM:

Breakfast with the staff and students in the dining hall.

#### 9:00AM-Noon:

Free time OR time spent assisting a course instructor with various tasks, preparing for an evening activity or excursion, attending daily staff meeting with Campus Director and RAs, etc., when applicable.

#### Noon:

Lunch with the staff and students in the dining hall.

#### 1:30PM-3:00PM:

Attending or facilitating a social/recreational activity for the students OR accompanying students with their instructor on a pre-arranged academic excursion/field-trip.

#### 3:30PM-5:00PM:

Free time OR assisting Summer Springboard staff with other tasks, prep for evening activity, etc.

#### 5:00PM-6:00PM:

Free time OR accompanying students to/from locations.

#### 6:00PM:

Dinner with the staff and students in the dining hall or off-campus location.

#### 7:00PM-8:00PM:

Attending or facilitating a nightly evening social or recreational activity for the students.

**\*If it is your evening off, this does not apply to you!\***

#### 8:00PM-10:00PM:

Free time OR time spent engaging with students, performing any necessary tasks to prepare for the following day, etc.

**\*If it is your evening off, this does not apply to you!\***

#### 10:00PM:

Checking all the rooms on your floor to make sure the residents are present.

**\*If it is your evening off, this does not apply to you!\***

### WEEKENDS (All Day):

Accompanying students with the rest of the staff for all weekend trips, activities, and excursions.

**\*This is a fair representation, but “typical” is in quotes above because plans adjust from time to time, and you would be called upon for help and support as necessary where and when needed.\***

## Required Qualifications

- Currently enrolled in college or graduate school (At least 2 years of undergraduate experience by the summer of employment) OR Bachelor's degree.
- Minimum of 2 seasons working in a camp or experiential learning environment or equivalent.
- Exhibit positive behaviors/attitudes and serve as a role model for Summer Springboard students.
- Two years experience working with teenagers.
- *Exceedingly personable, positive, and engaging demeanor.*
- Group management experience and cross-cultural awareness.
- Collaborative in nature; skilled in problem solving and communication.

- Good physical and mental health. Staff must possess the ability to actively participate in all elements of the program's experience.
- *Natural aptitude to motivate and energize students in a variety of settings, situations, and ice-breaker/team-building activities.*
- Facilitation experience with team building and leading workshops, or interest in gaining experience.
- Proactive in nature with the ability to anticipate team and student needs and ready to volunteer and take on responsibilities.
- **\*\*Compliance - at all times - with Terra Education/Summer Springboard's Vaccination Policy\*\*:**
  - **“As a condition of employment and continued employment, Terra Education requires that all staff, including temporary Staff, part-time, and full-time receive a COVID-19 vaccination(s) once available.”**

### **Required Certifications**

- CPR and First Aid for Adults certification. Any advanced certification (WFA/WFR) is also accepted.
  - Note: Summer Springboard does not accept online CPR/First Aid certifications. Certifications must be attained prior to staff's contract start date and will be at the expense of the candidate.

### **Preferred Skills/Experience**

- Experience with the university campus or immediate surrounding area/city where you will work.
- Knowledge of one subject matter being offered on campus where you will work. Those can be found under the “Courses Offered” section of the respective campus information sheets [here](#).
- High school counseling experience.
- Prior experience as a Resident Assistant, Camp Counselor, or similar type experience that entailed withdrawing students out of their comfort zone and engaging them to build a community and establish friendships.
- Advanced degree a plus!

## Compensation and Benefits

- \$900 stipend per session!
- Housing and meals (breakfast, lunch, and dinner) provided at no cost at the designated campus during Pre-Program Training and duration of program sessions. \*Summer Springboard does not provide housing or meals for staff **arriving prior to Pre-Program Training** or **departing late**.
- Professional development and networking opportunities. Our course instructors are notable individuals with years of experience at reputable companies, organizations, and/or educational institutions. You will have the ability to network with them.
- The ability to make an impact on students and their future.
- The opportunity to experience a new city and go on fun, free, and exciting activities!
  - “While in Boston, the staff and I had ample experiences exploring the city working for Summer Springboard each session. On the weekends, we all (staff and students) took a walking tour of the city and got to explore Copley Square, The Freedom Trail, Downtown Boston, Faneuil Hall & Quincy Marketplace, and the restaurants of Boston’s East End. We also had the chance to attend Red Sox games each session, take Duck Tours through the city and up the Charles River, visit Six Flags Amusement Park in Springfield, and take a boat to explore Spectacle Island just outside of Boston’s harbor! During the week, staff also get the opportunity to join students on various field trips to local academic course-specific companies, sites, museums, and more. All of this for free!” – *Ryan Farrell, Assistant Campus Director (Boston 2021)*

## Important Notes

- Resident Assistants will be subject to background checks prior to employment. For staff working at any California campus location, an additional LiveScan from the California Department of Justice is contingent for hiring. For those working in Boston, resident assistants will have to do a CORI check.
- Resident Assistants must commit to working all sessions at their designated campus, plus be available three days prior to the start of Session 1 and one day after the final concluding session. Please see above or the Summer Springboard website for session dates. **There will be scheduled time-off and breaks during the days for each Resident Assistant.**

## How to Apply

1. Complete an application using [this link](#). Applicants who do not complete the entire application process will not be considered.
2. Summer Springboard will review your application. If your application is selected, you will be invited for a first round interview via Spark Hire, the video interview platform used by Summer Springboard. Subsequent interview rounds for outstanding candidates are conducted via video with the Campus Director and Program Manager.
3. If you make it through the interview process successfully, Summer Springboard will run a background check and contact your references. Upon successful clearance, you will be offered a position.