

Job Description: Resident Advisor

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, combines 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 Advisors** to join our team at the following locations:

- **UC Berkeley, Berkeley, CA**
- **UC San Diego, San Diego, CA**
- **Cal Poly San Luis Obispo, San Luis Obispo, CA**
- **Yale University: New Haven, CT**
- **Georgetown University: Washington, DC**
- **Boston, Massachusetts**

***Note: applicants are ideally available to work all sessions at selected campus. See campus sessions at end of document.**

Resident Advisors 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 Advisors will report to and be under the direct supervision of the Campus Director.

Position Responsibilities

Resident Advisors (RAs) will be responsible for supervising students in the dorm 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 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 resident hall and around campus, especially during the afternoon and evening hours.

What is a Great RA?

1. **Mediator:** Mediating conflict and maintaining a positive group dynamic
2. **Model:** Be a role model to your students. Posses a good attitude.

3. **Caretaker:** Take care of the physical and mental health of your students
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

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 Advisors will have responsibility for students 24 hours a day, 7 days a week while programs are in session
- 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 university's residence life department, dining services, 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 behavior, enforce rules, and conduct policy
- Confront and respond appropriately to any violation of Summer Springboard rules
- Use common sense and good judgment when interacting with students and staff

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 and positive 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 and situations
- 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

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
- Advanced degree a plus

Preferred Extras

- Experience with the university campus where you will work
- High school counseling experience
- Prior experience as a Resident Advisor at a college or university

Important Notes

- Resident Advisors 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.
- Resident Advisors 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 Advisor.

Compensation and Benefits

- Competitive stipend based on program length
- Full room and board is provided at the designated campus during Pre-Program Training and duration of program sessions. Summer Springboard does not provide housing or meals for staff arriving early or departing late.
- Professional development and networking opportunities
- The ability to make an impact on students and their future

How to Apply

1. Complete application using the [following 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!

Campus Locations and Dates:

UC Berkeley, Berkeley, CA

Session 1: June 21 - July 3, 2020

Session 2: July 5 - July 17, 2020

Session 3: July 19 - July 31, 2020

Yale University: New Haven, CT

Session 1: June 21 - July 3, 2020

Session 2: July 5 - July 17, 2020

Session 3: July 19 - July 31, 2020

Georgetown University: Washington, DC

Session 1: July 13 - July 25, 2020

Session 2: July 27 - August 8, 2020

Cal Poly SLO: San Luis Obispo, CA

Session 1: June 28-July 10, 2020

Session 2: July 12-July 24, 2020

Boston, MA

Session 1: July 5-July 17, 2020

Session 2: July 19-July 31, 2020

UC San Diego: San Diego, CA

Session 1: July 26-August 7, 2020

***Note: applicants are ideally available to work all sessions at selected campus.**

Note: Summer Springboard programs are not run by our campus partners. Universities and their affiliated departments are not responsible for the Summer Springboard program in any way.