

Neosho County Community College Head Resident Assistant Job Description

The Upward Bound Program is looking for a Head Resident Assistant (RA) to provide participants with a positive living/learning environment. This is a seasonal overnight position beginning May 27 and ending June 27. The Head RA will be required to attend an end of the summer trip from June 29-July 3. Pay amount is \$2,400.

FT Resident Assistant Expectations

1. Be a positive role model for UB participants.
2. Discuss problems and concerns with your immediate supervisor.
3. Support fellow R.A.'s.
4. If you have an outside job, arrangements must be made with your employer to accommodate our required hours. Our hours are flexible and may require RA's to be available before or after the below mentioned on-duty hours.
5. Have fun and enjoy the activities.
6. Demonstrate personal qualities of maturity, self-reliance, motivation, initiative, responsibility, self-esteem and integrity. Demonstrate strong interpersonal and leadership skills.
7. Applicants are expected to be degree-seeking students or have already earned an Associate's Degree or higher.

Resident Assistant Responsibilities

1. Attend resident assistant training online and in person prior to students moving in.
2. RA staff move into the dorms on Monday, May 27, 2019, 8:00 am. Final check out is after the last student leaves on June 27, 2019. RA staff are required to attend the end of the summer trip from June 29-July 3, 2019. Staff is not allowed to remain on campus during the weekend or the break before the end of the summer trip.
3. Assist with check-ins and check-outs. Collect car keys and give students room keys at check-in and return car keys and collect room keys at checkout.
4. Provide security for students while in the residence hall and while away on trips and activities. This includes: conducting rounds, making sure doors are not propped open, making sure side doors are locked, etc.
5. Conduct room checks periodically throughout the night to make sure that all students are in the building. Assist staff during On-Call hours, 10:30 pm to 7:00 am.
6. Provide security from 10:30 p.m. to 7:30 a.m.
7. Head RA is responsible for teaching one creative educational program/activity on Sunday evenings.
8. Keep a log of attendance for lunches, classes, study hall, on and off campus nightly activities, and field trips.
9. Ensure that students are not returning to the dorms during the daytime.
10. Travel with UB staff and students.
11. Head RA staff must be on duty every day (Monday-Thursday) starting at 1:00 pm to 10:30 pm and on-call. All RA staff members are on duty until the last student has left for the weekend on Thursday (the first week check out is Friday). Head RA staff report to the college Sundays at 5 pm and are on duty at that time.
12. Ensure every student is awake and attends breakfast each morning.
13. Chauffeur students to appointments, Wal-Mart, etc.
14. Supervise students during free time and evening activities.
15. Collect students' cell phones in the morning prior to breakfast and academic classes.
16. Check students out if a family member is coming to pick up a student.
17. Work with the UB Staff to provide a quality and successful summer program.
18. Oversee visitation regulations and ensure compliance.
19. Document violations or infractions and maintain current, accurate incident reports.
20. Follow all policies as set forth in the Upward Bound Handbook, the Neosho County Community College catalog and emergency procedure manual, and the Upward Bound student handbook.
21. RA **must** turn in all UB receipts to the Upward Bound Administrative Assistant immediately upon purchase. Failure to return a receipt will result in a deduction from RA wages.
22. Other duties as assigned.

Student Mentorship

1. Provide leadership and be a role model.
2. Assist students and help them adjust to residence hall living.
3. Facilitate UB programs and workshops.
4. Get to know the participants.
5. Provide them with information about the campus and upcoming activities.
6. Be aware of the needs and problems of the participants.
7. Provide students with a planned academic activity on Sunday evenings.
8. Encouraged to eat all meals in the cafeteria with the students.

Additional Head Resident Assistant Responsibilities

1. Assist with study hall and tutoring for students.
2. Conduct a weekly Physical Activity class (such as yoga, games, etc.)
3. Facilitate required Sunday evening educational activity.
4. Supervise and support other resident assistants.
5. Report to Director any issues with resident assistant staff or students that may arise.
6. Develop an On-Call schedule for RA staff and submit to Academic Coordinator.

It is significant to remember that these students may have never lived away from home; therefore it is important that you assist them in this transition.

Living Environment

1. Maintain and enforce curfews and conduct room checks.
2. Update bulletin boards with upcoming activities and events.
3. Ensure that the building is kept clean.

Discipline

1. Work with UB and NCCC Staff to maintain conduct policies.
2. Understand housing and UB policies regarding conduct and behavior.
3. Report behavior infractions to the Academic Coordinator or Director (whoever arrives on campus first) and complete required documentation.
4. Help solve personal conflicts.

Resident Assistants are vital to the success of the Summer Program. People selected must be mature, have the ability to communicate with students from various backgrounds, be a positive role model, maintain confidentiality, and be flexible to UB staff requests.

To apply, complete the following:

1. NCCC application to Karin Jacobson at hr@neosho.edu (<http://www.neosho.edu/Departments/HumanResources>)
2. Upward Bound online application (<https://goo.gl/forms/pakwsdVnzFSUx5Ey2>)
3. Submit a resume, unofficial transcripts, and a cover letter to Karin Jacobson.

For Additional Information Contact:

Daniel Carroll
Upward Bound Academic Coordinator
620-431-2820 Ext 220
dcarroll@neosho.edu

Non-Discrimination: NCCC is an EOE/AA employer. The current non-discrimination policy can be found at <http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>.

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