

## **Neosho County Community College Resident Assistant Job Description**

The Upward Bound Program is looking for Summer Resident Assistants to provide participants with a positive living/learning environment. We would like to outline several expectations and job responsibilities that we have of the resident assistants. This is a seasonal overnight position beginning May 27 and ending June 27. Will be required to attend an end of summer trip from June 29-July 3. Pay amount is \$1600.

### **FT Resident Assistant Expectations**

1. Be a positive role model for the UB participants.
2. Be creative with programs.
3. Discuss problems and concerns with your immediate supervisor.
4. Support fellow R.A.'s.
5. 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. We will make every effort to notify you of these changes with as much advanced notice as possible.
6. Have fun and enjoy the activities.
7. Demonstrate personal qualities of maturity, self-reliance, motivation, initiative, responsibility, self-esteem and integrity.
8. Demonstrate strong interpersonal and leadership skills.
9. 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 trainings online and in person prior to students moving in.
2. RA staff move into the dorms on Monday, May 27, 2019 8:00am. Final check out is after the last student leaves on June 27, 2019. RA staff are required to attend the end of summer trip from June 29-July 3, 2019. Staff are not allowed to remain on campus during the weekend or break before the end of summer trip.
3. Assist with check-ins and checkouts. 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 we have all students in the building. On-Call hours are 10:30pm to 7:00am and will be scheduled by the Head Resident Assistant.
6. Provide security from 10:30 p.m. to 7:30 a.m.
7. Provide and facilitate evening programs and activities.
8. Assist Head RA with a Sunday evening educational activity.
9. Keep log of lunches, classes, study hall, on and off campus nightly activities, and fieldtrips.
10. Ensure that students are not returning to the dorms during the daytime classes.
11. Travel with UB staff and students.
12. All RA staff must be on duty: Sunday 5:00pm to 10:30, Tuesday-Thursday starting at 3:00 pm until 10:30pm, and Thursday 2:30 to 5:00pm. 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).
13. Assist Head RA to ensure every student is awake and attends breakfast each morning.

14. Chauffeur students to appointments, Wal-Mart, etc.
15. Supervise students during free time and evening activities.
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. Must 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 Program Assistant immediately upon purchase. Failure to return a receipt will result in 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. Assist Head RA in providing students with a planned academic activity Sunday evenings.
8. Encouraged to eat all meals in the cafeteria.
9. Be available to tutoring if necessary.

**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 (whichever 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 will 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](mailto:hr@neosho.edu)  
(<http://www.neosho.edu/Departments/HumanResources>)
2. Upward Bound online application  
(<https://goo.gl/forms/pakwsdVnzFSUx5Ey2>)

3. Submit resume, transcripts, and cover letter

**For Additional Information Contact:**

Daniel Carroll

Upward Bound Academic Coordinator

620-431-2820 Ext 220

[dcarroll@neosho.edu](mailto:dcarroll@neosho.edu)

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>.