

2024 Summer **Resident Assistant** Position Description

Hamline University Office of Residential Life

Position Description

The Summer Resident Assistant position (5 total positions needed) works directly under the Summer Area Coordinator, providing professional customer service to residents while maintaining the safety of the residence hall. This position has a live-in requirement. The Summer Resident Assistant maintains a friendly and welcoming environment and enforces Hamline policies for summer residents. Summer Resident Assistants receive a stipend of \$400 a month for 3 months, plus housing and declining balance.

Position Responsibilities

- Assist in the check-in/check-out operations for summer residents
- Damage assessment of rooms
- Be available to answer calls and respond to situations on campus while on duty
- Be the first contact person in the event of a resident concern or emergency
- Complete a nightly set of rounds (Hamline Apartments and Drew) and be visible in the buildings where residents are staying during duty coverage
- Monitor the safe use of residence halls and report all problems immediately
- Must be willing to confront someone who is violating summer housing policies and handle the situation appropriately
- Coordinate occasional programs for summer residents
- Attend summer staff meetings
- Other duties as assigned

Summer **Resident Assistant** Compensation:

- **COMPENSATION:** \$1200 in compensation to be paid: (payments submitted first week of each month)
 - 1st paycheck @ \$400: First week of June
 - 2nd paycheck @ \$400: First week of July
 - 3rd paycheck @ \$400: First week of August
- **DECLINING BALANCE:** \$300 in Declining Balance: If all of the DB has not been used by the end of the summer contract, it will be added back to the ResLife budget account.
- **HOUSING & DUTY SCHEDULING:** Living on campus is required and we will provide and pay for your housing in return for your participation in the duty rotation along with other duties as assigned, i.e organize office space:
 - **Weekday Duty:** 13 weekdays (same day per week, 5pm to 5pm)
 - Example: 13 Sundays or 13 Mondays or 13 Tuesdays or 13 Wednesdays or 13 Thursdays
 - This allows for consistency and ease of scheduling and planning
 - **Weekend Duty:** Weekend days (Friday or Saturday) 5pm to 5pm

Mandated Dates and Responsibilities:

- **CONTRACT START / END DATES:** Summer Resident Assistants' contracts are effective **Monday, May 13, 2024 @ 5:00pm – Monday, August 12, 2024 @ 5:00pm.**
- Summer Resident Assistants **must be on campus on the days they are on duty!**
 - There are things that come up during the day (resident checkouts, room tours, etc.) when summer resident assistants are needed and the current RAOD must be on campus to lend a helping hand.
 - Vacation time must be approved by the supervising Area Coordinator and / or Director of ResLife.
- Any and all outside commitments (work, second jobs, classes, internships, vacations etc.) must be approved by the supervisor.

Additional Helpful Information

- **Attend meet and greet and formal training & expectations session: Held during the week of April 22, 2024 - Day / Time TBD**
- Students already living on campus can contact the Residential Life office (651-523-2061) to make housing arrangements between the end of spring semester through May 13th, 2024.
- Students not living on campus currently will need to commute to campus until their on-campus housing placement is complete - this placement should be completed between May 13th - May 17th, 2024.
- Possibility of employment, within the office of ResLife, from mid-August to the beginning of school will be based on need.

Requirements:

- Must be an enrolled undergraduate student at Hamline University
- Must have a GPA of 2.5 or above at the time of hiring
- Must be able to follow directions
- Have excellent administrative skills
- Have an ability to complete tasks accurately and in a timely manner
- Have the ability to take direction and communicate effectively
- Have outstanding organizational and time management skills
- Thorough knowledge of campus and campus resources.
- Positive attitude.
- Team player, willing to pitch in whenever a job needs to be completed.
- Ability to work independently.
- Must maintain confidentiality.
- Summer Resident Assistants must successfully pass the State and/or Federal background check
- Those with current housing placements and those planning to live on campus in the fall are desired, but not a requirement.
- Applicant conduct history will be taken into consideration when making hiring decisions.