

2026 Summer **Resident Assistant** Job Description & Contract

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 \$300 in declining balance.

Mandated Dates and Responsibilities:

- **CONTRACT START / END DATES:** Summer Resident Assistants' contracts are effective **Monday, May 11, 2026 @ 5:00pm – Wednesday, August 12, 2026 @ 5:00pm.**
- **RA ON-DUTY SCHEDULING:**
 - **Weekday Duty is 24-hours / day:** Sunday, Monday, Tuesday, Wednesday and Thursday
 - 14 weekdays
 - Same weekday every week
 - 5pm to 5pm
 - 14 Sundays or 14 Mondays or 14 Tuesdays, etc.
 - This allows for consistency and ease of scheduling and planning for all summer RAs
 - **Weekend Duty is 24-hours / day: Friday or Saturday**
 - Weekend days are evenly divided between all 5 Summer RAs
 - Only one Summer RA over the weekend
- **LIVE-ON POSITION:** 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.
- **ANOTHER JOB:** You can have another (DAY TIME) on campus or off-campus job. However, **you must disclose / we need to know** your schedule / summer plans for outside employment (work, second jobs, classes, internships, vacations etc.) before you get hired.

Requirements:

- Those with current housing placements and those planning to live on campus in the fall are desired, but not a requirement.
- Must be an enrolled undergraduate student at Hamline | Must have 2.5 GPA or above at the time of hiring
- Must be able to follow directions and have a positive attitude | Team player, willing to pitch in when needed

- Have excellent administrative skills | Ability to work independently | Must maintain confidentiality.
- 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.

Position Responsibilities

- Assist in the check-in/check-out operations and damage assessment on your duty day.
- 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 while on duty
- Complete a nightly set of rounds (Hamline Apartments and Summer Residence Hall) and be visible in the buildings where residents are staying while on duty
- 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 while on duty
- Coordinate occasional programs for summer residents
- Attend summer staff meetings
- Other duties as assigned

Summer Resident Assistant Benefits & Compensation:

- **ROOM:** Summer RAs will have their on-campus room paid for by Residential Life
- **DECLINING BALANCE:** \$300 in Declining Balance will be provided.
 - (NOTE: On-campus dining will be closed over summer)
 - 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.
- **COMPENSATION:** \$1200 in compensation to be paid: (payments submitted first week of each month)
 - 1st paycheck @ \$400: June
 - 2nd paycheck @ \$400: July
 - 3rd paycheck @ \$400: August

Additional Helpful Information

- **FORMAL MEET & GREET / TRAINING:** Attend meet and greet and formal training & expectations session:
Held during the week of April 20, 2026 - Day / Time TBD
- **MOVING TO YOUR NEW SPACE:** Students already living on campus can contact the Residential Life office (651-523-2061) to make housing arrangements / room moves in May 2026.
- **MOVING TO YOUR NEW SPACE (Commuter)** - Students not living on campus currently will need to commute to campus until their summer on-campus housing placement is complete - this placement should be completed by Mid-May 2025