# Summer Bridge 2020 Resident Assistant

**Job Title:** Resident Assistant (RA)

**Department/Group:** Educational Opportunity Program/San José State University

**Compensation:** A **salary** of $2,440 plus a furnished room and meals for summer work (7/5/2020 - 7/24/2020). Daily rate of $122 for a total of 20 days (including Summer Training).

**Employment Period:** Summer (Salary): 7/5/2020 - 7/24/2020. Please consider the employment dates prior to applying. Travel plans will not be accommodated during summer employment dates.

## Job Description

The EOP Summer Bridge program is a transition program for invited EOP first-time freshmen. The program is designed to help students acquire the skills and knowledge necessary to build a bridge from high school to a successful college experience. The program prepares 60 first-year freshmen students for SJSU’s college level coursework and for a successful academic and social transition.

We seek qualified Resident Assistants (RA) for Summer 2020. RAs are expected to live on campus for the duration of their summer employment and are responsible for oversight and active participation in the two-and-a-half week summer residential education program for newly admitted San José State University Freshmen. RAs will serve as peer advisors, group leaders, and positive role models to program participants. In addition, the RAs will be expected to work long days/hours during the summer program (July 8, 2020 - July 24, 2020), often between the hours of 7am-12am and must participate in daily on-call duty rotation.

Under the direction of the Resident Director (RD), the RAs are responsible for developing and maintaining an atmosphere that promotes residential communities through excellence in academics and personal development opportunities for students. Developing the holistic student is an intentional goal of this position. The RAs role encompasses programming, administrative, and staff responsibilities.

The RA is expected to serve as a role model and enforce all residence hall and SJSU policies and procedures through day-to-day interaction with students and staff as well as through online sources (e.g., Facebook, Instagram, Twitter, email, etc.). Failure to serve as a positive role model may result in personnel action, including release from position. Your employment will also be based on attendance/participation and overall efforts in the Spring training.

## QUALIFICATIONS

- Have a minimum 2.75 SJSU GPA (both semester and cumulative) for undergraduates; 3.00 SJSU GPA (both semester and cumulative) for graduate students.
- Be in good judicial standing at SJSU (verified through the Office of Student Conduct & Ethical Development).
- Candidate must have matriculated student status with SJSU (i.e. accepted, enrolled, and or/currently a student) during the time of the application.
- Be optimistic and excited to work with students of any race, sexual orientation, religion, ability, background, and/or demographics.
- Have an appreciation to support students in their academic journey.
- Previous experience with or a profound understanding of Summer Transition Programs.
- Previous leadership experience (preferred) and/or Previous University Residential Life experience (preferred).

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**EOP Summer Bridge Program Dates:**

July 8 - July 24, 2020
To be considered for the Summer Bridge RA position, candidates must be able to perform the following duties and be available on the following dates (these are non-negotiable):

**Spring Training Dates:**
Trainings will be held on Thursdays, 4:30pm-6:00pm, CL 122 on the following dates: April 9, 16, 23, and 30, 2020

**Summer Schedule:**

**Staff Move-In:** Sunday, July 5, 2020

**Summer Training Dates:** Sunday, July 5, 2020 – Tuesday, July 7, 2020

**Summer Bridge Students Move-In:** Wednesday, July 8, 2020; 1-5pm

**Summer Bridge Program Dates:** Wednesday, July 8, 2020 - Friday, July 24, 2020

**RESPONSIBILITIES**

**Community Development**
- Encourage personal, social, and academic development of students.
- Demonstrate a working knowledge of campus agencies, their services, and functions in order to provide academic and personal support.
- Act as a mediator in conflict situations (e.g., roommate conflicts, noise disruptions, floor disputes, etc.).
- Work cooperatively with students to ensure an environment on the floor or building area which displays a respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
- Facilitate educational, diversity, and social activities.
- Convey student concerns relating to Residential Life (i.e., policies, procedures, dining services, maintenance, etc.) to the Resident Director.
- Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to ALL campus policies. Model appreciation of differences and assist students in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, and cultural and ethnic diversity issues.
- Attend assigned workshop sessions with students and assist students individually as well as in group settings.
- Educate yourself about the unique needs of your living learning community.

**Staff/Administrative Responsibilities**
- Attend and participate in required training programs.
- Be responsive to all work related communication in a timely manner (within 48 business hours)
- Fulfill responsibilities agreed upon with Resident Director or a Summer Bridge Program professional staff member.

**Special Position Requirements**
- Ability to work during evenings and weekends. Resident Assistants must reside full-time in assigned residence hall throughout the two-and-a-half week program, with daily on-call, 24-hour, duty rotation.
- Resident Assistants may not work another summer job or attend summer school during the following dates (July 5, 2020 - July 24, 2020).
- RAs will be expected to work long days/hours during the program (July 8, 2020 - July 24, 2020), often between the hours of 7am-12am.