# Summer Bridge 2019 Resident Assistant Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Resident Assistant (RA)</th>
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</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Educational Opportunity Program/San José State University</td>
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<tr>
<td>Compensation:</td>
<td>A salary of $3,872 plus a furnished room and meals for summer work (7/1/19 – 8/2/19). Daily rate of $121 for a total of 32 days (including Summer Training).</td>
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<td>Employment Period:</td>
<td>Summer (Salary): [7/1/19 – 8/2/19] Please consider the employment dates prior to applying. Travel plans will not be accommodated during summer employment dates.</td>
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## Job Description

The Summer Bridge Program was designed to enhance students’ math, reading comprehension, and writing skills prior to their first semester at SJSU. 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 2019. RAs are expected to live on campus for the duration of their summer employment and are responsible for oversight and active participation in the five-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 1, 2019 – August 2, 2019), 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.

## Qualifications

1. Undergraduate or graduate students in good standing with the university and possessing a minimum 2.75 SJSU and cumulative GPA at time of the application. A GPA check will occur at the end of the Spring semester to verify that you have met this requirement. Students with a 2.5 GPA or higher are encouraged to apply as you may be considered after further review.
2. Candidates must be in good student conduct standing. Good student conduct standing is determined by number of previous incidents, severity of charges, and status of findings and sanctions. Release from position may be required for students who do not maintain this standing. No candidate can have an OPEN student conduct file with the Office of Student Conduct and Ethical Development during the interview and/or employment period.
3. Candidate must have a matriculated student status with SJSU (i.e. accepted, enrolled, and or/currently a student) during the time of the application.
4. Previous leadership experience is strongly desired.
5. Previous counseling and/or tutoring experience (preferred).
6. Previous University Residential Life experience (preferred).
7. RAs will also be working with individuals from various backgrounds and will need to exhibit an optimistic and energetic attitude towards working with students.
8. Previous experience with or a profound understanding of Summer Transition Programs.

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**EOP Summer Bridge Program Dates:**

July 6, 2019 - August 2, 2019
Terms of Employment
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, e-mail, etc.). Failure to serve as a positive role model may result in personnel action up to and including release from position. Your employment will also be based on receiving attendance/participation and overall efforts in the Spring training.

Basic Functions and Responsibilities
Community Development
1. Encourage personal, social, and academic development of students.
2. Demonstrate a working knowledge of campus agencies, their services, and functions in order to provide academic and personal support.
3. Act as a mediator in conflict situations (e.g., roommate conflicts, noise disruptions, floor disputes, etc.).
4. Work cooperatively with students to ensure an environment on the floor or building area which displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
5. Facilitate educational, diversity, and social activities.
6. Convey student concerns relating to Residential Life (i.e., policies, procedures, dining services, maintenance, etc.) to the Resident Director.
7. 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.
8. Attend assigned in-class sessions with students and assist students individually as well as in group settings outside of class and during evening study hall.
9. Educate yourself about the unique needs of your living learning community.

Staff/Administrative Responsibilities
1. Attend and participate in required training programs.
2. Fulfill committee responsibilities, collaterals or special projects 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 five-week program, with daily on-call, 24-hour, duty rotation.
- Resident Assistants may not work a summer job nor attend summer school during the program (June 2019-August 2019).
- During the program (July 6, 2019-August 2, 2019), RAs will have one weekend off (as determined by the Resident Director).
- RAs will be expected to work long days/hours during the program (July 7, 2019-August 3, 2019), often between the hours of 7am-12am.

Training and Development (Mandatory Dates)

Summer Training Days:
Monday, July 1, 2019; 10:00am-5:00pm
Tuesday, July 2, 2019; 9:00am-5:00pm
Wednesday, July 3, 2019; 9:00am-5:00pm
Friday, July 5, 2019; 9:00am-5:00pm

EOP Summer Bridge Program Dates:
July 6, 2019 - August 2, 2019
Staff Move-In: July 1, 2019; by 9am (Training begins at 10am)

Building Preparation:
Friday, July 5, 2019
Wednesday, July 3, 2019

Summer Bridge Student Move-In: Saturday, July 6, 2019; 10:30 – 1:30pm

Related Duties
1. Maintain positive working relationships with Summer Bridge staff.
2. Maintain Confidentiality and objectivity in all matters related to students and staff.
3. Be able to give and accept feedback to be incorporated into personal and professional skill development.