

TD RA Positions | Talent Development Summer Success Program 2023

University of Rhode Island | Kingston Campus

Talent Development is seeking qualified applicants to fill TD Resident Assistant (RA) positions for TD Summer Success Program.

Number of positions: 10

Qualifications:

- **B.A. / B.S. strongly preferred; senior status with 90 credits earned at the end of the spring semester required,** in Psychology, Counseling, Human Development, Education, or related area.
- *Applicants without a bachelor's degree must submit a copy of their unofficial transcript with their Resume and Cover Letter*
- Experience working with people in counseling, advising, teaching, or mentoring required
- Experience working with varied racial and ethnic populations strongly preferred

Summer Program Resident Assistant Primary Responsibilities:

- **Support scholar's development, engagement, holistic growth and well being by:**
 - Effectively building a sense of community and community amongst the scholars.
 - Promoting a welcoming, safe and inclusive environment while supporting scholar needs.
 - Serving as a mentor and resource regarding policies, procedures and enforcement of policies as needed.
 - Assisting with scholar support and development initiatives that are aligned with Talent Development, Division of Student Affairs and the University of Rhode Island.
- **Support Summer Program operations by:**
 - Responding to inquiries quickly, thoroughly and productively to ensure scholars continue to have confidence and comfort in the program's ability to support them toward successful completion.
 - Referring parent/guardian/family inquiries to the appropriate supervisor in a timely manner.
 - Submitting facilities work orders as needed, inspecting rooms prior to move in to ensure prep is completed and after scholars depart.
 - Assisting with the delivery and collection of documents, forms and waivers from scholars.
 - Supporting residence hall check in and check out processes, including but not limited to building preparation.
 - Providing assistance with set up and welcoming families.
 - Creating and posting informational signage for the residence hall.
 - Acting as a liaison to refer scholars to the appropriate resources as needed.
 - Intervening with and reporting unsafe, inappropriate and concerning behavior to the appropriate Talent Development staff member.
 - Conducting individual scholar and group hall meetings.
 - Enforcing summer program policies and procedures.
 - Working evenings providing RA staff presence, enforcing guest policy.
 - Participating in focus group meetings, completing surveys at the conclusion of the summer program.
 - Completing other duties as assigned, as the summer program is a fast paced and dynamic work environment.
- **Participate in relevant staff development offerings by:**
 - Effectively assisting in building a sense of team and collaboration within the staff.
 - Attending and participating in all applicable training sessions. No outside commitments are allowed during the training period - July 10 - 15, staff training will be approximately 35 hours these dates.
 - Attending weekly staff meetings at date and time established by the supervisor.

- **LEARNING OUTCOMES:**

- Develop critical and reflective thinking skills.
 - Increase interpersonal competence through the development of meaningful relationships.
 - Work cooperatively and collaboratively with others, including people different from self.
 - Build a strong work ethic and sense of responsibility.
 - Educate and facilitate the civic engagement of others.
 - Set and pursue individual goals, articulating the rationale and objectives.
 - Engage in behaviors and contribute to environments that promote mental health and physical well being.
- **REQUIREMENTS:**
 - Employment dates are July 9 - August 18, 2023.
 - Strong customer service and organizational skills are required.
 - Communicate/exchange accurate information with scholars who have questions about their campus experience.
 - Detect, determine, perceive, assess and synthesize information.
 - Identify, judge, observe, and assess facility needs.
 - Demonstrate the ability to work collaboratively, and to manage multiple tasks effectively.
 - Staff are expected to maintain confidentiality regarding all scholar information.
 - Staff are expected to abide by all staff policies throughout employment.
 - Live and work in a non-air conditioned space for up to 6 weeks.
 - Be visible, attentive and responsive in the office and throughout the residence hall.

RA format and time commitment:

- Week 1:** RA's participate in a mandatory week-long training from July 10 - 14, 2023
Week 2: Scholars move in on Sunday, July 16, 2023 and remain on campus until Friday, July 21, 2023
Weeks 3-6: Sundays through Fridays

Start Date: Sunday, July 9, 2023

Salary: \$3,500 / Six Weeks

To apply: submit an online application, resume, cover letter and unofficial transcript (for applicants without an earned bachelor's degree) at: [Work for TD Summer Success Program](#) by 11:59PM, Friday, May 5, 2023.

Any questions about TD RA positions: Edward P. Givens, Assistant Director, Talent Development | eddyg@uri.edu

If the applicant pool is insufficient, the deadline will be extended