

# Summer Resident Advisor Job Description

## Dates of Employment

### Student Leader Class (Optional)

SPRING QUARTER (Wednesdays 5:45-7:45 pm)

Wednesday, March 27, 2024 - Wednesday, June 5, 2024

### Summer Resident Advisor position

Sunday, June 9, 2024 – Monday, August 26, 2024

## Compensation

Student Leaders are given In-Kind Compensation in the form of a single bedroom and a dining plan in exchange for completing the roles and responsibilities stated in the agreement. This role is not considered an employed position by the University.

## Job Summary

The Summer Resident Advisor (SRA) position is a live-in student leader position within the University of Washington Bothell. Under the direct supervision of the Resident Director, the SRA will establish an inclusive and responsible community in their designated area for summer residents. A successful SRA will be leader in the community who demonstrates sound judgment and participates in and facilitates a team approach with all Residential Life staff.

The SRA supports and encourages residents to make the most of their Husky Experience by exploring their identity, developing meaningful relationships, making intentional choices, and focusing on their trajectory at the UWB and beyond. The SRA establishes a cohesive and responsible community in their designated area, facilitates the holistic development of residents through one-on-one interactions, promotes resident involvement, and refers and supports residents as they manage academic and personal issues.

With an emphasis on resident interaction and connection, we recognize that the Student Leader role includes aspects of emotional labor in the inherent job responsibilities. Residential Life is committed to ensuring that all Student Leaders are provided ample resources, support, and training to practice self-care to support the well-being of our Student Leaders. This includes dedicated sessions during September Training, year-round in-service training, providing independent resources, and offering ongoing support as needed.

## Job Duties

### Desk Services and Administrative Tasks (Paid Hourly) (50% of Position)

- Work at the desk during assigned hours on a rotational basis.
- Assist in check-in and checkout procedures.
- Receive and sort mail and packages in a timely manner as they get delivered to the Community Center, this includes lifting and organizing packages
- Maintain and upkeep the Community Center to allow for a welcoming, inclusive and academically supportive environment.
- Work assigned hours each week and all required weekends (up to 19 hours each week) and assist with opening and closing of residence halls
- Perform other duties and tasks as assigned, including Department-wide activities and initiatives
- Provide keys to residents who are locked out of their unit.
- Complete necessary paperwork and reports in a timely manner.
- Report and follow up on maintenance needs immediately.

### Housing Special Projects (20% of Position)

- Provide assistance to the Summer Housing Program and Conferences by performing pre/post room checks to check for damages and perform necessary actions to ensure room condition is ready to be occupied by residents.
- If applicable, provide support to conference guests including preparing rooms for occupancy.

### Policy Enforcement and Emergency Response (Compensated via Housing) (15% of position)

- Complete duty responsibilities which means sharing the duty rotation evenly with other SCAs.
- Complete all duties and *on call* responsibilities as assigned. This includes break and holiday coverage as assigned. SCAs are expected to remain in their respective building while on duty, unless otherwise directed by a supervisor.

- Responsible for consistent enforcement of all university policies as well as Washington State and federal laws. This involves the education of residents on housing policies, the establishment of an environment that promotes personal responsibility, and the encouragement of participation in upholding policies.
- Responsible for effectively and efficiently responding to student and Community guest emergencies.

#### Residential and Community Support (Compensated via Housing) (15% of Position)

- Provide night time on-call support for housing operations needs and immediate resident support.
- Provide leadership and assistance for the Summer Housing Program and Summer Conferences.
- Attend one-on-one meetings, staff meetings, in-service training sessions, other meetings and workshops.
- Perform other duties and tasks as assigned, including Conference support and Department-wide activities and initiatives. Examples may include, but are not limited to, assisting with Opening activities, resident appreciation events, and safety and security assessments.
- Mentor summer residents via husky chats, referring to resources, advising and support academic and personal issues.
- Be personally available to residents and guest, provide opportunities for interaction, and promote resident involvement.
- Encourage the expression of diversity among residents and actively facilitate an environment of acceptance; act as a role model to residents; mediate conflict when appropriate, and complete roommate agreements. The SCA must be approachable and display a genuine interest in the welfare and personal development of residents.
- Maintain a presence in their living community, especially during peak times when residents or guest are active in their hall.

#### **Requirements**

- Must be enrolled at UW during employment dates (minimum credits = 6)
- Must have and maintain a grade point average (GPA) of 2.5 prior to and throughout their employment
- Contribute professionally and respectfully to our diverse and inclusive work environment
- Must be available to move into unit on Sunday, June 9 in preparation for training
- Must attend **all** trainings and workshops, including, but not limited to:
  - **Intensive Training and Community Preparation will** be scheduled June 10, 2024 until June 14, 2024 (approximately 40 hours)
- The Summer Resident Advisor Position is a necessary function that must operate in-person
- You must attend all trainings and be physically on-site in Residential Village, unless otherwise discussed with a Resident Director

#### **Working Environment**

- Multi-story traditional suite style residence hall
- Multi-story apartment style residence hall
- Answering the phone
- Walking stairwells and completing building walk throughs
- Lifting up to 25 pounds
- Late night and weekend work

#### **Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.**

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or [dso@uw.edu](mailto:dso@uw.edu).