SUMMARY OF JOB DUTIES AND RESPONSIBILITIES:

The Summer Resident Advisor (SRA) is a live-in student staff member of the Residence Life Staff. The primary responsibilities include: to develop a sense of community in two houses and throughout Arroyo Vista; to counsel and advise residents; to mediate conflicts; to perform on-call duty responsibilities; to be available to check-in/out residents; and administrative duties.

Responsibilities

Community Development and Group Facilitation
- Work cooperatively with students to create an environment that respects the rights of others and promotes consideration of individual needs in a group living environment.
- Promote the respect and integrity of race, ethnicity, religion, culture, gender, sexual orientation and all other differences within the community.
- Encourage positive interaction between residents.
- Assist the professional and other student staff in meeting the needs of the community.
- Conduct regular community meetings.
- Support the student government in the complex.
- Encourage an atmosphere conducive to study.

Programming
- Plan, develop and implement a variety of social, cultural and recreational programs each quarter for the residents in an effort to meet students’ needs and interests.
- Encourage and support participation in various complex and University events.

Peer Advising
- Develop positive relationships with residents.
- Be sensitive to the needs, concerns and problems of the residents.
- Demonstrate sensitivity to differences in lifestyle and ethnic/cultural background.
- Support residents in their personal growth by assisting them to develop skills in such areas as problem-solving, interpersonal communication, and conflict resolution.
- Help resolve conflicts between roommates or within the community.
- Maintain confidentiality.

Resource and Referral
- Maintain general awareness of the full range of campus services including, but not limited to, personal, financial, health, academic, security, recreational and vocational.
- Refer residents to resources when appropriate.
- Make literature and communications regarding student services and campus events available to residents on a routine basis.

Duty and Availability
- Fulfill the requirements of duty coverage, rounds, and lock-up during the week and on weekends according to the rotating schedule.
- Provide duty coverage during vacations as assigned.
- Respond to situations with sound and sober mind while on duty.
- Be regularly available to residents. Inform supervisors in advance of any extended absence from campus (such as a weekend or special event).

Crisis Intervention
- Approach crisis in a preventative, proactive manner by discussing potential issues with your supervisor.
- Understand disaster response procedures.
- Respond immediately to safety and health emergencies from residents, UCI Police and other University units as requested.
Policy Education and Enforcement
- Understand Housing and University policies as outlined in the Policies and Procedures Applying to Campus Activities, Organization, and Students, Undergraduate Housing Handbook, and Housing contracts and/or lease agreements with residents and organizations.
- Educate residents on these policies and guidelines, their rationale, and the conduct process.
- Consistently respond to behaviors which is inappropriate or in violation of Housing or University policies.
- Document and communicate incidents to appropriate professional staff.

Administration
- Attend and actively participate in all mandatory training and meetings
- Be available to assist with checking-in/out residents as well as other potential dates that will be distributed at a later time. To be hired you must be available for all check-in and check-out periods.
- Conduct room/apartment checks upon move-in and move-out of residents.
- Reconcile roster with residents actually living in the hall, house or apartment cluster.
- Complete various administrative tasks accurately, completely and promptly (such as weekly reports, information reports, evaluations, maintenance requests, etc.).
- Conduct a regular walk-through of hall, house or apartment cluster to identify maintenance, custodial and safety/security issues.
- Pick up items in the RA mailbox daily and post notices upon returning to the hall, house or apartment cluster.

Role Modeling
- Display attitudes and behavior, which support the policies and philosophy of Housing and UCI.
- Uphold and follow policies as described in the resident handbook and in the staff manual for the housing complex.

Other Staff Responsibilities
- Attend weekly RA staff meetings on Tuesdays 5-7pm.
- Attend staff training retreats.
- Meet on a regular basis with supervisor and/or contact person to keep them informed about general problems and concerns influencing students and the community Participate in required staff activities.
- Maintain working relationships with other staff members. Work to resolve concerns or conflicts with other staff. Discuss situations with supervisor as appropriate.
- Be available especially in the evenings and on weekends. Clear with your supervisor any requests for significant time away (more than 2 days) from your houses in advance.
- Perform additional duties as assigned.

Requirements
- Must be a full-time, undergraduate student maintaining a minimum quarterly and cumulative GPA of 2.4
- Must stay in good disciplinary and financial standing with the University
- Must complete and pass a background check through UCIPD
- Commit 10-15 hours per week
- Outside involvements are limited to 10 hours/week

Employment Period
- As early as Monday, June 17th through Friday, September 13th

Remuneration
- This paid position will receive room and $250.00 per month food stipend.
- Summer RAs assigned to Summer Session 2 only houses will be required to live in a free double occupancy room in one of our Summer Session 1 houses until T keys to their Summer Session 2
RA room and two houses are available. These Summer RAs will participate in the rotating duty system for the entire duration of their appointment. For SRAs that do not have residents during Summer Session 1 will be required to complete 12 hours of administrative/office work per week.