

**Position:** Head Resident Assistant, Pre-College Summer Session

**Term:** Session lasts 3 weeks  
July 12-Aug. 2, 2014

**Salary:** \$10.00/hour for Regular Time; \$15 for Overtime  
Total Compensation = \$820-1400 per session, depending on schedule (Non-exempt)

**Hours:**

- 1) Evening shift: 7 pm to midnight  
4 pm to midnight on Saturdays and Sundays (5-7 shifts estimated)
- 2) Overnight shift: 10 pm to 9 am on weeknights  
9 pm to 10 am on Friday and Saturday nights (5-7 shifts estimated)
- 3) Weekend shift: Approximately 9 am to 5 pm (exact times may vary) on Saturdays and Sundays (1-3 shifts estimated)
- 4) Free shift: Time off; no work obligations

**Reports to:** Assistant Director, Continuing Education; Administrative Director

**Supervisor:** Assistant Director, Continuing Education

**Qualified candidates:** will have experience working with teens; be energetic, outgoing, and reliable, have excellent communication and leadership skills; be able to foster positive and appropriate relationships with students, be able to serve as a positive representation of MCAD.

Specific responsibilities include:

Managing the dorms and ensuring the safety and well-being of students. Responsible for the supervision and discipline of students during evening and weekends, referring serious disciplinary incidents to the Administrative Director. Ensuring that the students are following the PCSS Standards of Conduct. Mediate difficult situations when necessary.

With input from the Assistant Director of Continuing Education, overseeing the RA schedule and help to resolve minor scheduling conflicts when necessary.

Working with Public Safety to ensure the safety of students and of MCAD property. Responsible for reporting any health and safety issues to the Director and Public Safety.

Responsibility for communicating to MCAD Facilities any needs that may arise in the dorms and for disseminating general, housing-related supplies to students.

Checking students into and out of the dorms from 7 pm to midnight each night and overseeing the student head count procedure at 11 pm and again at midnight in the dorms; making sure that the rest of the RA staff follows the procedure.

Collecting students who need to be awakened or who are late for class.

Being present to greet students and families on the first day of the program, showing them to their dorm rooms, and helping them get settled.

Endeavoring to form positive relationships with students; acting as a positive role model and an ambassador of

MCAD while maintaining appropriate professional distance. Setting an example for the rest of the RA staff in this regard.

Creating a fun and safe environment outside the classroom that encourages students to form positive relationships with other students and with PCSS staff.

Picking students up from the airport at the beginning of the session and returning them to the airport once session has ended. Some van trips as needed during the three-week session. (Must be approved to drive the MCAD van.) Working with Director of Housing on room assignments; ensuring that rooms are ready for students upon their arrival.

Maintaining a good working relationship and regular communication with other PCSS staff.

Submitting a completed time card to the Continuing Education office for payment.

Continuing Education will pay for one meal per day at the cafeteria for RAs during the three-week session.

One (1) Head Resident Assistant is hired for the session.

The Head Resident Assistant will be working with students under the age of 18, and as such will require a background check as a condition of employment. Additionally, all PCSS staff must read, understand, and agree to follow MCAD's policy against sexual violence and sexual harassment.

MCAD is an Equal Opportunity Employer. The College does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, status with regard to receipt of public assistance, membership or activity in a local commission, or any other characteristic protected by law.

To apply:

1. Fill out the online application form:

[https://docs.google.com/a/mcad.edu/forms/d/1heTr6Mvbj78K-XO\\_B0zMcPuAZS4L\\_hkPsQtHWkcvpel/viewform](https://docs.google.com/a/mcad.edu/forms/d/1heTr6Mvbj78K-XO_B0zMcPuAZS4L_hkPsQtHWkcvpel/viewform)

(Copy and paste link into browser, if necessary.)

2. Submit a cover letter and résumé to Betsy Fischer via email (bfischer@mcad.edu) or in person to the Continuing Education office (M105).

The application deadline is March 16, 2015. Thank you for your interest!