

University Ridge Apartments

Summer Resident Advisor Position Description and Job Agreement

Resident Advisor

The Summer Resident Advisor is a paraprofessional member of University Ridge Apartments and Capstone on Campus Management Staff who lives on site full time; the SRAs first report to their supervisor, the Assistant Director, and second, to the Director. As a representative of University Ridge Apartments, the SRA is responsible for positively contributing to a high quality living experience for our residents.

Summer Resident Advisors must have a cumulative 2.4 grade point average at time of application and throughout employment at University Ridge. GPAs will be checked at time of application and periodically throughout the summer. Summer Resident Advisors should strive to excel academically therefore their cumulative grade point average must be maintained. SRAs are responsible for providing proof of current academic standing. SRAs must be ESU students the semester before or after their contract or taking summer classes. A student not in good standing with the University or on faculty/disciplinary probation at the time of application is ineligible for employment.

Intent of the Position:

A Summer Resident Advisor (SRA) is an integral contributor to the residential experience during the summer months at University Ridge. SRAs work to complement the academic goals, and personal growth of students in the housing community as well as the missions of East Stroudsburg University and University Ridge. They role model such leadership qualities valued by the Manager as effective communication and adherence to policies and expectations. The SRA must honestly commit to and respect services, goals, and values that enhance the students' ability to learn and to develop the life skills necessary to become a productive and caring member of our global society.

Specific Responsibilities: The responsibilities of a SRA are many and varied and go above and beyond any requirements highlighted in this job description.

Major responsibilities include:

A. Commitment to skill development: The orientation and continued development of skills begins through a combination of student development efforts, staff collaboration, and individual initiatives. Staff training is mandatory at various times throughout the year. Staff members are required to:

1. Attend all staff meetings, in-service, summer programs, and other job related programs throughout the contract.
2. Attend individual meetings with supervisor upon request.
3. Make use of resources that will enhance the development of themselves, their residents and their fellow staff members.

B. Foster and promote a sense of community and responsibility:

1. Develop and maintain a positive working relationship with residents.
2. Establish and maintain weekly communication with a variety of residents.
3. Discuss, clarify, model, and abide by residential rules and regulations, policies, and procedures that all residents are held accountable to.
4. Encourage residents to take responsibility for what happens in their community and also for the safety of their community.
5. Have a proficient knowledge of the terms and conditions for residential living.
6. SRAs will not speak to or communicate with any form of media regarding any University Ridge related business without the consent of Ridge management or its partners. This includes, but is not limited to newspapers, TV stations, radio stations, internet blogs, and social media sites.

C. Observe, assess and appropriately identify the needs of residents. SRAs will help create passive and active programs designed to address these identified needs:

1. Implement intentional outreach efforts to become acquainted and build rapport with apartment residents.
2. Utilize appropriate communication and listening skills to maximize the effectiveness of outreach efforts.

3. Act as a referral agent for students desiring or needing professional assistance; be knowledgeable about campus resources (ESUPD, Counseling Center, Health Center, etc.).
4. Maintain confidentiality.
5. Be familiar with and model apartment policies and guidelines of the conditions of leasing.
6. Maintain and change bulletin boards on a regular basis decided by the supervisor.

D. Commit to establishing and enhancing a healthy living environment which complements academic success:

1. Maintain and emphasize the importance of an academic environment in the residence community.
2. Commit to being an exceptional positive role model by keeping alcohol consumption to a minimum. It is requested that SRAs, regardless of age:
 - Do not go out to drink more than once a week.
 - Do not come back to the Ridge intoxicated.
 - Do not consume alcohol with Ridge residents.
 - Do not plan, organize, or implement any drinking related events including drinking games or "bar crawls."

While this is a requested policy and not mandatory, cases will still be handled on an individual basis and will be evaluated accordingly. Continued issues could result in some type of job related discipline.
3. Any SRA who is not 21 years or older will not be permitted to consume alcohol at any time.

E. Administrative Responsibilities:

1. Ensure that necessary forms and reports are completed accurately and submitted on time.
2. Perform all on-duty responsibilities such as going on rounds at any given time of day including early morning hours and calling appropriate personnel when needed.
3. Ensure that resident files are complete, up-to-date, and confidential.
4. Perform office responsibilities (both during the day while profession staff is present and in the evening) such as filing, reception, package management, RCRs, other paperwork and other administrative duties.
5. Receive, document, and process payments from University Ridge residents.
6. Perform any additional functions as assigned by their supervisor.
7. Participate in the check-in and check-out of University Ridge residents.
8. Participate in leasing and University Ridge Info sessions throughout the summer to market the Ridge. This includes tours, mailings, and lease signings.
9. Deliver letters to Ridge students.
10. Take online training courses and remain up to date at all times on online courses.
11. RAs must have functioning personal cellphones with the ability to send and receive text messages and send and receive voicemail.
12. RAs must check and respond to all text messages and emails in a timely manner.

F. Time Commitment:

1. The SRA position has a commitment of approximately thirty hours per week plus on calls.
2. Participate in all staff meetings and other individual meetings with supervisor.
3. Receive prior approval from supervisor for any involvement in time commitments outside of academics including any employment beyond the SRA position (not to exceed ten hours per week).
4. Involved in an overnight on call rotation shared among staff members 24 hours a day, 7 days a week (including holidays.) SRAs are not able to leave site when on call.
5. SRAs are responsible for on calls during holidays and breaks. The schedule will be determined by the SRAs and University Ridge staff. Weekend on calls will be distributed equally throughout the year.
6. SRAs are expected to reside primarily at University Ridge and will need to have all extended time away approved by management. SRAs are expected to generally be at the Ridge regardless of whether or not they are on call or have other official SRA duties scheduled.
7. Have daily contact with direct supervisor.

8. The Summer SRA position takes president over anything other than academics including but not limited to outside employment.
9. Summer RAs will be responsible to be on site, help, and otherwise be involved with New Student Orientation.
10. Summer RAs will be responsible to be on site, help, and otherwise be involved with University Ridge student move-out and damage assessment.
11. Contracts begin **approximately May 11, 2018 and end approximately August 19, 2018.**

G. On Call:

1. Perform a series of predominantly nighttime and early morning rounds of the community when on duty.
2. Confront, report, and document any unusual activity, policy violations, or facility concerns.
3. Maintain a duty log.
4. Submit any incident reports within 30 minutes of the incident via email.

Compensation

- One bedroom in a 4 bedroom apartment with roommates for approximately 2.5 months. Amenities will be provided.
- \$1,500 taxed monetary compensation.
- SRAs will have off with no job responsibilities every third week throughout the summer on a rotating basis while still collecting a weeks' worth of pay. (Scheduling changes/issue may prevent this from occurring.)

Some types of financial aid may be affected and should be researched before accepting the position. Capstone Management is not responsible for any financial aid jeopardized by accepting the SRA position.

Your employment as a Summer Resident Advisor will begin on **approximately May 11, 2018 and end approximately August 19, 2018.** At the start of your employment, you will be required to attend 1-2 weeks of SRA training. More information about your move in date and training will be available at a later date. By signing this agreement, you are agreeing to all of the terms outlined above and also that you will be fulfilling an approximate 3-month contract with Capstone on Campus Management at University Ridge. You will be required to sign a summer lease and rules and regulations as well as a student staff addendum. If you are not a current resident at University Ridge, you will also be responsible for paying a lease application and administrative fee.

SRA Signature

Date

AD Signature

Date