Auxiliary Residential Teaching Assistant
Equinox Program

Equinox Auxiliary Residential Teaching Assistants (AUX RTAs) support and supervise students in both academic and residential settings. An AUX RTA assumes the job responsibilities of another RTA who is scheduled for time away*.

The AUX RTA is responsible for the care and supervision of approximately 8 to 18 students when covering for a particular RTA. While student supervision is the primary role of the AUX RTA, other day-to-day tasks might include: staffing the Airport Shuttle, performing routine administrative tasks, caring for students who are not feeling well, and scheduling and running activities. AUX RTAs are expected to be a visible, active, and accessible presence in class and in the residence halls and be a role model to CTD students by maintaining and promoting the CTD Honor Code. AUX RTAs may not have other work or school commitments during the term of employment.

General Responsibilities:
- Carefully review all program, site and staff materials provided by the Summer Program. Return all completed paperwork as requested;
- Attend staff training;
- Uphold and promote the CTD Honor Code;
- Follow all CTD rules and regulations concerning staff conduct, appropriate dress, program procedures, and other responsibilities as set forth in the staff handbook and by administrative staff;
- Maintain CTD’s standard of supervision at all times;
- Engage with students on all days of the program: week days, week nights and weekends;
- Provide support to any CTD program on the Evanston campus, as needed;
- Assume other program related responsibilities as requested by CTD administrative staff.

CTD Residential Teaching Assistants are required to:
Pre-Session
- Learn the administrative policies and NU procedures that must be implemented in the classroom and residence halls;
- Review course syllabus and materials as provided;
- Become familiar with the NU campus, including but not limited to classroom and program buildings, as well as Evanston town boundaries;
- Science ARTAs: Complete Northwestern University laboratory safety training online modules, if required;
- Under the direction of Residential Directors, prepare residence hall for Opening Day including the creation and posting of door and hall decorations, residence hall signs, and bulletin boards;
- Plan activity schedule in collaboration with RTA team and Residential Directors;
- Review any medical notes (i.e. allergies, prescription schedules, or other medical needs) of students in class group and follow confidentiality policies;
- Manage students arriving to campus via airport shuttles on Opening Day.

During Session
- Reside in the residence hall during the entire session and be available at all times. During limited scheduled time away* AUX RTAs must be available via phone, travel no further than 30 minutes off campus;
- Take shifts supervising various areas of the residence hall during activity periods, including shifts at the duty desk; when on duty, AUX RTAs must answer a CTD assigned phone and relay messages as appropriate;
- While covering for particular classes, all class sessions from 10:30 AM to 2:45 PM, actively engaging with students and supporting the instructor at all times; run floor meetings with the RTA group;
While covering for particular classes, collaborate as appropriate with instructor to support student academic performance. Tasks may include grading, working with individual or small groups of students, leading class discussions, and assisting in lab; While covering for particular classes, AUX RTAs may need to prepare for specific lessons and daily duties by keeping up with course content, readings, etc., and substitute for the instructor, if necessary; Assist with the scheduling and facilitation of study sessions for students during afternoons, evenings, and weekends, as appropriate; Accompany and supervise classes on course-related field trips as necessary; Collaborate with residential team to foster a safe, fun, and engaging residential environment; Plan, facilitate, and supervise afternoon, evening, and weekend recreational activities; Attend daily staff meetings; Be aware of students’ social-emotional needs, and address concerns as appropriate; Ensure that rules and procedures are consistently and respectfully enforced in accordance with the CTD Discipline Guide. Address student behavior when necessary; Complete PowerTeacher log entries to document any student concerns (academic, behavioral, social emotional, medical) within 12 hours. Inform students’ RTA of any concerns within their student group; If given approval to use the program’s petty cash, accurately document expenditures and submit receipts and documentation to the RD in a timely manner (within 24 hours); In between sessions, under the direction of Residential Directors, assist in residence hall preparation for new student arrival. These duties are listed above, under the Pre-Session heading.

Post-Session
- Under the direction of Residential Directors, assist in closing the residence hall;
- Assist with airport shuttles and managing student departures on Closing Day;
- Complete any necessary end of program paperwork, including program and staff evaluations;
- Carry out any other program related tasks assigned by the Directors and CTD administrative staff.

Qualifications:
AUX RTAs are typically college juniors/seniors or graduate students who have demonstrated exceptional academic achievement and have previous experience working with high school and/or early college students. Previous position as a resident advisor or camp counselor preferred. AUX RTAs must be able to adapt to any situation, be excellent problem-solvers and demonstrate a genuine interest in, awareness of, and sensitivity to the academic, social and emotional growth of adolescents.

Current or past enrollment in an undergraduate or graduate degree program is required. Experience supporting students in an academic setting is preferred. Experience working with children in a camp or residential capacity is a plus. AUX RTAs need to have strong organizational and problem solving skills and the ability to maintain a positive attitude in an intensely fast-paced environment. Must be able to traverse distances of at least one mile with or without accommodation. Must be able to lift and/or maneuver at least 40lbs. AUX RTAs must be able to serve as role models for students and other staff members and possess a strong work ethic and commitment to teamwork.

Employment Dates and Stipend:
Full time work June 20 – August 4, 2017

Starting salary $3,800 increasing to $4,200 based on CTD Summer Program experience per session plus room and board

*Time Away: one weekday and two evenings per each of the two three-week sessions; no time away can be taken on Fridays, Saturdays or Sundays; residential staff are not permitted to travel further than 30 minutes away from the NU campus at any point during their employment with CTD, nor are they allowed to sleep outside the residence hall at any point during their employment with CTD.

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