Solstice, Apogee & Spectrum Programs – Evanston Campus

Auxiliary Residential Assistants (AUX RAs) supervise and provide support to students in a safe and nurturing environment. AUX RAs must be able to fill in for any residential staff position and assist the Residential Director and Assistant Residential Directors (A/RDs) as assigned. They implement CTD policies and expectations with students and are responsible for maintaining a positive and safe residential community. While AUX RA responsibilities may vary from day to day depending on the needs of the Summer Program, typically these staff members cover for RAs or Commuter Assistants (CAs) who are on time away and take over the RA responsibilities for a different group of students each day. Other support tasks may include: performing routine administrative tasks, supervising students who are ill, supporting the airport shuttle schedule, and creating and implementing engaging activities in the afternoons, evenings and weekends with safety as a top priority. AUX RAs are expected to be a visible, active, and accessible presence on campus and in the residence halls. AUX RAs may not have other work or school commitments during the term of employment.

General Responsibilities:
- Carefully review all hiring and onboarding 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;
- Reside in the residence hall for the duration of the program and be available at all times;
- Maintain CTD’s standard of supervision at all times;
- Engage with students on all days of the program: weekdays, weeknights 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 Auxiliary Residential Assistants (AUX RAs) are required to:

Pre-Session
- Be knowledgeable of administrative policies and NU procedures that must be implemented in the residence halls;
- Become familiar with the NU campus, including but not limited to classroom and program buildings, as well as campus and Evanston town boundaries;
- 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;
- Assist with book distribution and student check in set-up for Opening Day;
- Review any medical notes (i.e. allergies, prescription schedules, or other medical needs) of the students in the groups they may be assigned to and uphold confidentiality policies;
- Assist with the planning of the activity schedule in collaboration with other residential staff;
- Manage student arrivals and airport shuttles to and from the airport on Opening Day.

During Session
- Reside in the dorm throughout the program and be available at all times. During limited scheduled time away*, AUX RAs must be available by phone (in the event of an emergency), travel no further than 30 minutes off campus, and confirm with the A/RDs how his/her responsibilities will be managed in his/her absence;
- Actively supervise students whenever students are present. Active supervision requires knowing where all assigned students are, monitoring their activities and being engaged in what students are doing (activities, meals, etc.);
- Attend and participate in daily residential staff meetings;
- Conduct daily RA group meetings with students while covering for their RA;
- Collaborate with instructional staff to support student academic performance;
• Assist with the planning and facilitation of recreational activities for students during afternoons, evenings, and weekends;
• Assist in CTD classrooms and/or on class field trips when additional supervision is necessary;
• Collaborate with residential team to foster a safe, fun, and engaging environment;
• Consistently and respectfully enforce CTD rules and procedures and appropriately address student behavior as necessary;
• Complete PowerTeacher log entries to document any student concerns (academic, behavioral, social emotional, medical) within 12 hours. Inform students’ RA of any concerns within their RA group;
• If given approval to use the program’s petty cash, accurately document program expenditures and submit receipts and documentation to the RD within 24 hours;
• In between sessions and under the direction of RDs, inspect student rooms and assist in residence hall preparation for new student arrival;
• Manage student departures and ride with students in airport shuttles on Closing Days.

Post-Session
• Under the direction of Residential Directors, assist in closing the residence hall;
• Assist with the labeling of all residential program supplies and assist in moving them to a designated storage area;
• Complete any necessary end of program paperwork, including program and staff evaluations;
• Carry out any other program related tasks assigned by the Directors and administrative staff.

Qualifications:
• Current or past enrollment in an undergraduate degree program;
• Experience working with students in a camp or residential program;
• Experience working with children in a classroom or academic setting is a plus;
• A demonstrated interest in, awareness of and sensitivity to the academic, social, and emotional growth of elementary or middle school students;
• Professional demeanor; motivated, flexible and adaptable;
• Exceptional problem-solving, communication and organizational skills;
• A positive attitude toward a position’s expectations and responsibilities;
• Personal responsibility for the wellbeing of the students with whom they work;
• 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;
• Strong work ethic and commitment to teamwork.

Employment Dates and Stipend:

Full time work June 21 - August 5, 2016
Starting salary $2800 increasing to $3000 based on CTD Summer Program experience, plus room and board.

*Time Away: one weekday and one half weekday 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 permitted to sleep outside the residence halls.

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