Solstice, Apogee & Spectrum Programs

Residential Assistants (RAs) supervise and provide support to students in a safe and nurturing environment. RAs uphold students to high CTD behavioral standards by administering CTD policies. They are responsible for overseeing the structure of the student residential experience and promoting academic and social success by balancing academics and fun. RAs create and implement engaging activities in the afternoons, evenings and on weekends with safety as a top priority.

Each RA is responsible for the care and supervision of approximately 8 to 14 students, as assigned by the Residential Director(s). The RA is expected to be a visible, active, and accessible presence on campus and in the residence halls. **RAs may not have other work or school commitments during their term of employment.**

**General Responsibilities:**

- Carefully review all onboarding and hiring materials provided by the Summer Program and 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, week nights and weekends;
- Provide support to any CTD program on the Evanston campus, as needed;
- Assume program related responsibilities as requested by CTD administrative staff.

**CTD Residential Assistants (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 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;
- Review any medical notes (i.e. allergies, prescription schedules, or other medical needs) of the students in his/her assigned group and uphold confidentiality policies;
- Assist with bundling student welcome materials and book distribution for students in their RA group;
- Assist with the planning of the activity schedule in collaboration with other residential staff;
- Facilitate registration and student move-in on Opening Day;
- Assume other program related responsibilities as requested by A/RDs and CTD administrative staff.

**During Session**

- Reside in the dorm throughout the term of employment and be available at all times. During scheduled time away*, 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/RD which staff person is assuming their responsibilities until they return;
- 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;
- Supervise and assist instructional staff during evening study sessions; during quiet study time, introduce students to successful study habits (such as time management);
- Visit the classrooms of students in RA group;
- Collaborate with instructional staff to support student academic performance;
• Plan, facilitate and supervise recreational activities for students during the afternoon, evenings, and weekends;
• Ensure that rules and procedures are consistently and respectfully enforced in accordance with the CTD Discipline Guide;
• Address student behavior appropriately when necessary;
• Keep anecdotal records and begin drafting student residential evaluations;
• Check in with RA group members individually each day and address students’ social-emotional needs and concerns as appropriate;
• Complete PowerTeacher log entries to document any student concerns (academic, behavioral, social emotional, medical) within 12 hours;
• Assist in CTD classrooms and/or on class field trips when additional supervision is necessary;
• If given approval to use the program’s petty cash, accurately document program 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, inspect student rooms and assist in residence hall preparation for new student arrival;
• Assume other program related responsibilities as requested by A/RDs and CTD administrative staff.

Post-Session
• Under the direction of Residential Directors, inspect students’ rooms, and bring lost & found items/unclaimed mail to the RD;
• Under the direction of the RD, assist in closing the residence hall;
• Write and submit residential evaluations for each student in their assigned RA group and submit by the conclusion of 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 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.
60-70 positions available

*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 hall.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.