Equinox Program

Equinox Residential Teaching Assistants (RTAs) support and supervise students in both academic and residential settings. Each RTA is responsible for the care and supervision of approximately 8 to 18 students. RTAs are expected to be a visible, active, and accessible presence in class and in the dorms and be a role model to CTD students by maintaining and promoting the CTD Honor Code. *RTAs may not have other work or school commitments during the term of employment.*

**General Responsibilities:**
- Carefully review all onboarding and hiring material 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;
- Maintain CTD’s standard of supervision at all times;
- Engage with students on all days of the summer sessions: week days, 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 Teaching Assistants (RTAs) are required to:**

**Pre-Session**
- Be knowledgeable of administrative policies and NU procedures governing classrooms and residence halls;
- **Science RTAs:** Complete Northwestern University laboratory safety training online modules, if required;
- 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;
- 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 for students in their RTA group;
- 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;
- Facilitate registration and student move-in on Opening Day.

**During Session**
- Reside in the dorm during the entire session and be available at all times. During scheduled time away*, RTAs must be available via phone, travel no further than 30 minutes off campus, and confirm with the RD which staff person is assuming their responsibilities until they return;
- Take shifts supervising various areas of the residence hall during activity periods, including shifts at the duty desk; when on duty, RTAs must answer a CTD assigned phone and relay messages as appropriate;
- Attend all class sessions from 10:30 AM to 2:45 PM, actively engaging with students and supporting the instructor at all times;
- Collaborate 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;
- Prepare for specific lessons and daily duties by keeping up with course content, readings, etc., and substitute for classroom teacher, if necessary;
- Schedule and facilitate study sessions for students during afternoons, evenings, and weekends, as appropriate;
- Accompany and supervise the class on any course-related field trips;
- Collaborate with residential team to foster a safe, fun, and engaging residential environment;
- Plan and run afternoon, evening, and weekend recreational activities;
- Attend daily staff meetings;
- Run floor meetings nightly with their RTA group;
• Be aware of students’ social-emotional needs, and address concerns as appropriate;
• Communicate regularly with residential and administrative staff about student progress;
• Complete PowerTeacher log entries to document any student concerns (academic, behavioral, social-emotional, medical) within 12 hours;
• Maintain CTD’s standard of supervision and actively supervise students in class, in the residence hall and whenever students are present;
• 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 draft student residential evaluations;
• 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);
• Work with the Academic Dean to administer of the End of Course (EOC) surveys to students;
• In between sessions, under the direction of Residential Directors, inspect student rooms and assist in residence hall preparation for new student arrival.

Post-Session
• Under the direction of Residential and Assistant Residential Director team, inspect students’ rooms, and bring lost & found items/unclaimed mail to the RD;
• Under the direction of A/RD team, assist in closing the residence hall;
• Complete and submit student residential evaluations using the online StEW system;
• Complete any necessary end of program paperwork, including program and staff evaluations;
• Carry out any other program related tasks assigned by the A/RD team and/or CTD administrative staff.

Qualifications:
RTAs are typically college juniors/seniors or graduate students who have demonstrated exceptional academic achievement and have previous residential experience as a resident advisor (RA) or camp counselor. RTAs must possess 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 working with students in a camp or residential program preferred; previous experience working with children in a classroom or academic setting is a plus. Applicants must demonstrate strong organizational and problem solving skills and should be self-starters, motivated, flexible and adaptable, have a professional demeanor, display a mature and positive attitude, and serve as role models for students and other staff members. 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. Applicants must exhibit a strong work ethic and commitment to teamwork.

Employment Dates and Stipend:
Full time work June 21 – August 5, 2016
Tentative training and residential set-up dates: June 21 – June 25, 2016

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

*Time Away: one weekday (from 10 PM to 7 AM) and two evenings (from 5-10 PM) 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.

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