SUMMER RESIDENT ADVISOR
Housing & Residence Life at the University of Minnesota Duluth provides a summer experience for a variety of renters. Resident Advisors work with Assistant Directors and the Leadership & Conference Coordinator, as a collaborative team, to maintain a positive living/learning environment for summer renters and a welcoming atmosphere for summer guests.

Summer RAs are assigned to work with one of two programmatic areas:
- Summer Senior Program
- Summer Student Renters and Conferences

DUTIES AND RESPONSIBILITIES
- Actively participate in training and meetings with supervisors.
- Operate summer desks in a professional manner, while becoming familiar with specific procedures, including, but not limited to: performing check-in/check-out procedures, providing customer service to residents and summer guests, disseminating information, and ensuring security.
- In each programmatic area, a summer RA is on duty one week at a time from Monday at 5:00pm to the following Monday at 7:00am – meaning that each RA will be on duty for 1 week approximately once per month. Duty is from 5:00pm to 7:00am daily. Duty will include a desk shift from 6:00pm-8:00pm daily in the Senior Apartments and 8:00pm-10:00pm in the Residence Halls. The specific responsibilities and details of duty are covered in training.
- Assist students and summer guests in interpreting and insuring compliance with all University and Department rules and regulations.
- Assist with the implementation of Signature Senior Program Events, Grandma’s Marathon and Conference Check-Ins/Outs.
- Act as a public and University liaison, providing campus and local information while facilitating interaction among summer school residents, guests, and staff.
- Complete programming in accordance with the standards established by your supervisors
- Maintain knowledge of continually changing occupancy.
- Perform other duties as assigned, including work in the Department of Housing & Residence Life central office and with other special projects.
**REQUIREMENTS & CONDITIONS:**

1. **Academics:**
   a. A Summer Senior RA maintains current and cumulative GPAs of 2.5 or higher.

2. **Training, Mandatory Assignments, and Program Ending:**
   a. Summer Senior Orientation/Training from 8:00am to 4:00pm on Monday, May 9, 2016 and 8:00am to 4:00pm on Tuesday, May 10, 2016
   b. Summer Senior Program check-in dates from 8:00am to 5:00pm on Tuesday, May 24, 2016; Tuesday, June 8, 2016; and Tuesday, June 28, 2016
   c. Grandma’s Marathon staffing from 8:00am on Thursday, June 16, 2016 to 6:00pm on Sunday, June 19, 2016.
   d. Summer Senior Program signature events from 5:00pm to 10:00pm on Thursday, June 16, 2016; Thursday, June 23, 2016; Thursday, June 30, 2016; Thursday, July 14, 2016; and Thursday, July 28, 2016
   e. Summer Senior Program Ending from 8:00am to 5:00pm on Wednesday, August 3, 2016; Thursday, August 4, 2016; and Friday, August 5, 2016
   f. Summer-End Closing (through 12:00pm on Sunday, August 7, 2016)

**ELIGIBILITY**
- Current student of the University of Minnesota Duluth (graduate or undergraduate)
- Work experience that demonstrates assertiveness, initiative, organization and problem solving skills
- Possession of a valid driver’s license
- Positive attitude and enthusiasm for working with the summer renters, including seniors
- Ability to create a welcoming atmosphere for summer guests and residents
- Work experience within the Department of Housing & Residence Life and/or with summer conferences at the University of Minnesota Duluth is required
- Based on qualifications of candidates, applications may be screened and interviews offered to a limited number of applicants only

**REMUNERATION**
- A shared apartment with another summer staff member (except in Burntside)
- Meal compensation of $650
- Opportunity for outside employment if summer position responsibilities allow with permission from your supervisors

**PREFERRED QUALIFICATIONS**

**Administrative skills:**
- Ability to complete paperwork in a thorough, neat and timely manner
- Ability to quickly understand and carry out new procedures
- Ability to take initiative on projects and other tasks with little direction

**Decision-making skills:**
- Ability to effectively make decisions independently and communicate decisions to proper individuals
- Ability to solve problems with little information

**Customer service skills:**
- Ability to anticipate and listen to the needs of summer renters and seniors
- Ability to effectively communicate directions and procedures
- Ability to connect quickly and develop rapport with a variety of individuals
- Ability to create a welcoming atmosphere for the summer renters and seniors
- Ability to act as a public relations liaison

**Flexibility:**
- Ability to manage stressful situations with a positive attitude
- Ability to respond quickly to change with minimal stress
TO APPLY
Go to the Housing & Residence Life website under employment & leadership to download the application. Completed applications must be turned into the Housing & Residence Life (LSH 149) office by 4:00pm Friday February 5, 2016.

2016 TIMELINE
February 5: Application deadline by 4:00 pm to the Housing and Residence Life Office (LSH 149)
February 9-12, 15-18: Interviews take place
February 22: Candidates notified of selection results May 8-

The University of Minnesota is an equal opportunity educator and employer.