**SUMMER RESIDENT ASSISTANT**

**POSITION INFORMATION**

The Department of Residence Life provides summer school housing to achieve the goal of supporting the University’s fundamental mission of teaching, research, and public service. In addition, the Department hosts a variety of summer guests of the University. Resident Assistants work with the Hall Director as a collaborative team to maintain a positive living/learning environment for summer school students and a welcoming atmosphere for summer guests. Summer school residents will be housed in the Mathew Living Learning Center (MLLC) from May 13 through August 9.

**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 guests and residents
- 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 summer guests and residents
- Ability to act as a public-relations liaison

**Flexibility**
- Ability to respond quickly to change with minimal stress
- Ability to quickly contribute with a newly formed team

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Office, 202 Old Main, (701) 231-7708
THE SUMMER RESIDENT ASSISTANT
Fact Sheet

COMPENSATION:
- A single room
- Meal compensation
- Opportunity for outside employment as duty schedule and RA responsibilities allow
- Opportunity for additional employment for the Department of Residence Life

QUALIFICATIONS:
- Must have at least a 2.5 cumulative and semester GPA
- Must possess strong administrative skills, customer service skills, decision making skills, and flexibility
- Work experience within the Department of Residence Life is preferred.

DUTIES AND RESPONSIBILITIES:
- Reside in the Living Learning Center beginning May 13 and ending August 9.
- Be available for training as scheduled by the Summer School Hall Director.
- Operate the hall desk in a professional manner while becoming familiar with specific hall procedures, perform check-in/check-out procedures, provide customer service to residents and summer guests, disseminate information, insure hall security and distribute mail. Summer office hours are daily from 6-9 PM
- Be on hall duty coverage as scheduled by the Summer School Hall Director. On call hours consist of 1 weeknight per week being on call from 4pm-7am the next morning and a rotation of weekends with 3 other resident assistants.
- Assist students and summer guests in interpreting and insuring compliance with all University and Department rules and regulations.
- 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 the Summer School Hall Director.
- Maintain knowledge of continually changing occupancy.

APPLICATION TIMELINE:
- Application Opens:
  - January 9
- Application Deadline:
  - February 15
- Interviews:
  - February 22-March 3
- Team Announced:
  - March 7

Applications are online at www.ndsu.edu/reslife and must be submitted by February 15.
To complete the application, a resume and cover letter addressing the qualifications and required skills listed above must also be uploaded when applying.