RESIDENT ASSISTANT, NEW START
JOB DESCRIPTION

THRIVE CENTER
The mission of the Thrive Center is to advance a community where students successfully navigate, excel and graduate from the University of Arizona prepared for life after college. Our values focus on providing students with a diverse, accessible, inclusive, and quality experience by:

- Centering the student experience through support and guidance
- Creating and modeling best practices
- Building community connections
- Collaborating across campus
- Cultivating lifelong learning practices

POSITION SUMMARY

Program: New Start Summer Program

Program Summary: The New Start Summer Program is an intensive six-week experience for incoming UA students. New Start participants will earn 6-7 credit hours while also engaging in several social and service opportunities. The expected enrollment for the 2020 New Start Summer Program is 425 participants.

Job Title: New Start Resident Assistant

Hourly Rate: $12.00 per hour

Job Summary: Resident Assistants live on-campus in a university residence hall, helping ensure safety and providing social and educational programming for program participants. Resident Assistants are responsible for planning wing and hall programs, performing duty rounds, serving as a resource for the students in their wing, and managing the health and safety concerns for on-campus students. In addition to their role within the residence hall, Resident Assistants also serve on program-wide event planning committees.

Typical Day for Resident Assistants:

TBD: RA Staff Meeting
Afternoon: Hall duties as assigned
Evening: Wing programs and meetings (as scheduled)
Evening: When on duty, rounds at 7:00pm, 10:00pm and 12:00am (and 2:00am on weekends)
4:30 pm-6:00pm Tuesdays & Thursday: Hall programs
2:00pm (Fridays only): All-staff meeting
5:00pm (Saturdays only): Family Dinners (rotational attendance)

PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

- Demonstrate respect and professionalism in a manner that reinforces the mission and values of the Thrive Center
- Take initiative and work independently
Job Description | New Start Resident Assistant

- Demonstrate time and task management skills
- Have baseline knowledge of the Thrive Center, including programs, events and/or services
- Possess adequate organizational skills
- Demonstrate excellent written and oral communication skills
- Exhibit proficiency in Microsoft Office suite (Word, Publisher, PowerPoint, Excel, Outlook)
- Willing to work with diverse communities, including a commitment to cultural competence (in self and others)
- Available to work 25 hours per week

**DUTIES & RESPONSIBILITIES**

- Assist the associate director, manager, program coordinator and the residence hall student coordinator in the supervision of residents
- Participate in New Start and Residence Life Training
- Serve in an on-call rotation to ensure the health and safety of students living in the residence hall
- Live in the residence hall for the entirety of New Start, including training, opening, and closing
- Be in the hall while on duty 7:00 pm – 10:00 am
- Enforce the rules of the New Start Summer Program and Residence Life
- Work to efficiently handle all crisis and risk-management situations
- Maintain accurate and complete records for the residence hall component
- Assist in the planning, coordination, implementation and evaluation of hall programs, wing programs, and wing meetings
- Participate in one of the four New Start committees
- Conduct one-on-one meetings with each resident in your assigned wing
- Work with peer advisors and tutors to create support for New Start students
- Other duties as assigned

**ACADEMIC QUALIFICATIONS**

- Minimum cumulative GPA of 2.50; 2.75 preferred
- Currently enrolled at the University of Arizona as an undergraduate student (minimum six units)
- Successful completion of at least one year of college (30 units or sophomore standing)

**TRAINING, MEETINGS & RETREATS REQUIREMENTS**

- Program Dates: Saturday, June 13 – Friday, July 24
- Wednesday, May 27: Resident Move In
- Thursday, May 28 - Friday, May 29: Staff Retreat (overnight)
- Monday, June 1 – Thursday, June 11: Staff Training
- Saturday, June 13: Residence Hall Move-In
- Sunday, June 14: Family and Advocate Orientation & Student Welcome
- Friday, July 24: New Start Awards and Resident Move Out
- Saturday, July 25th: resident assistant Move out

Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.