



Division of Pre-College and Undergraduate Programs
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SUMMER@BROWN/STEM RESIDENT ASSISTANT (MULTIPLE POSITIONS)

ABOUT US:

The Division of Pre-College and Undergraduate Programs is dedicated to ensuring a supportive, challenging, inclusive, and developmentally appropriate living and learning environment for the approximately 6,000 pre-college students and sports camp participants who hail from all 50 states in the U.S. and over 70 countries.

A leader in the field of higher education institutions that provide rigorous academic opportunities to students, Brown University's Pre-College Programs offer high school students (14-18 years old) an opportunity to study a wide range of liberal arts subjects that reflect the breadth of Brown's undergraduate Open Curriculum while strengthening their connection to a robust community of peer scholars from around the world. Students develop personal and social skills that are critical to success in the college setting and get a feel for what college life is like – the responsibility, the freedom, and the new friendships. Students enroll in programs with courses that vary in length (1, 2, 3, 4, and 7 weeks) offered both on-campus and online. More information about the programs can be found at <https://precollege.brown.edu>.

ABOUT SEASONAL STAFF POSITIONS:

A seasonal position with Brown's Pre-College Programs offers an opportunity for staff members to gain practical experience in community development, workshop programming, social justice education, administrative tasks, and customer service. All of our positions allow staff members to hone their leadership abilities and provide an opportunity to enhance supervision skills, in addition to many other transferable skills that prepare staff to excel in any future position.

The seasonal staff positions require an interest in working with college-bound high school students and engaging with them both intellectually and in a residential context. A successful staff member will have excellent organizational, communication, and leadership skills; attention to detail; the ability to follow through with assignments, thrive in a constantly changing work environment, manage an irregular working schedule with some hours shifting on a weekly basis; and work collaboratively as part of a team. In addition, staff members will approach their work with a positive attitude, energy, enthusiasm, flexibility, and an interest and ability to work with students and staff from different backgrounds and identities. Ideal candidates will have a commitment to social justice and an ability to communicate with younger people, appreciating their developmental level, about these critical topics. These live-in positions require staff to display professionalism, maturity, and good judgment at all times. Staff are expected to be models for productive, inclusive, and engaged behavior for the pre-college students enrolled in our programs. A cohort is hired in various positions to support the summer programs.

POSITION DESCRIPTION:

The hybrid role of Summer@Brown/STEM Resident Assistant offers staff members a unique opportunity to work with two distinct populations of pre-college students. At the start of the summer, Summer@Brown/STEM Resident Assistants will work with and support students attending the on-campus [Summer@Brown Program](#) who are generally 15-18 years old. Following the Summer@Brown cohort, the Resident Assistants will work with and support the students attending the [STEM for Rising 9th & 10th Graders Program](#), a program focused specifically on early high school students (mostly ages 14-15).

Each Summer@Brown/STEM Resident Assistant will oversee an area of a residence hall encouraging and supporting their students' holistic growth and well-being as individuals and as part of a larger community. Staff will have opportunities to support student housing and personal needs; respond to crises; develop working relationships that allow for collaboration

among peers and between student life, facilities management, and academic administrative staff; and have the ability to learn leadership skills through hands-on experiences.

Due to the age of the participants and the nature of the program, the STEM program offers students and families an increased level of supervision throughout the duration of the program in comparison to the Summer@Brown Program. The work during the STEM for Rising 9th & 10th Graders Program will include supervising the students each evening for mandatory events for the duration of the program, accompanying students on weekend excursions, assisting instructors with STEM activities, and facilitating large group activities.

Summer@Brown/STEM Resident Assistants will participate in a comprehensive training to prepare them for the many facets of their role supporting both the Summer@Brown and STEM for Rising 9th and 10th Grader Programs.

Support Pre-College students' development by:

- Learning about and understanding the Pre-College Programs, specifically the Summer@Brown and STEM for Rising 9th and 10th Graders Programs, in order to better support the success of your students both in and out of the classroom.
- Creating and maintaining door decorations for every student prior to their arrival date.
- Mediating roommate and other conflicts as they arise.
- Planning and/or facilitating RA-led daily activities, workshops, meetings, and programs designed to promote community, wellness, and academic success, both on and off campus, when the program is in session. Incorporating STEM elements during the STEM for Rising 9th & 10th Graders Program where possible.
- Participating during the Summer@Brown and STEM Orientation session and onboarding process including but not limited to, welcoming families, directing students to their rooms and conducting welcome activities such as icebreakers, community meetings, and floor meetings for the students.
- Serving as a resource for young students preparing them to live independently and manage the social, emotional, and academic, specifically STEM, challenges of high school and college life.
- Supporting pre-college students' pursuit of knowledge in the STEM fields by assisting course and STEM activity instructors as needed.
- Learning about and understanding the Pre-College programs in order to better support their success.
- Effectively building a sense of community and belonging amongst the students.
- Assisting with staffing of all-campus programmatic events, including but not limited to: Campus-Wide Events, Excursions, Movie Nights, Activities Fairs, and the College Fair.
- Promoting a welcoming, safe, and inclusive environment while supporting student needs.
- Serving as a mentor and resource regarding policies and procedures, and enforce policies, as needed.
- Assisting with student support and development initiatives that are aligned with the Division, University, and Rhode Island health policies and protocols.

Support Pre-College operations by:

- Assisting in the increased supervision of early high school aged residents during the STEM for Rising 9th & 10th Graders Program.
- Supervising on-campus social events and off-campus trips (days, evenings, and weekends).
- Enforcing a 10:00pm Pre-College curfew, from 9:30pm-10:30pm, for students in the program and remaining in your residence hall until 6:00am the next morning to be available to students in your residence hall. It is assumed that you will use the time in the residence hall overnight to sleep.
- Serving on a rotating 24-hour on-call schedule, as either RA 1 or RA 2, when programs are in session. While Resident Assistants who are on-call are generally free to do whatever they want with their time if they are not responding to an on-call need, it is important to note that they are expected to be available to respond immediately when they receive a call and complete any scheduled tasks. On-call tasks, may include:

RA 1 Responsibilities:

- Staffing an on-call office.
- Conducting rounds.
- Submitting duty logs.
- Supporting students.
- Accompanying students to the hospital and/or doctors' appointments, when necessary.
- Being available by duty phone and within 10 minutes of residence hall area(s).

- Responding in person to situations, when necessary.

RA 2 Responsibilities:

- Assisting with lockouts.
- Conducting rounds.
- Submitting duty logs.
- Supporting students.
- Being available by duty phone and within 30 minutes of residence hall area(s).
- Becoming RA 1 if the need arises.
- Responding in person to situations, when necessary.
- Attending weekly staff meetings Thursdays from 8:00pm - 9:00pm for the duration of Summer@Brown program.
- Attending daily staff meetings when STEM is in session.
- Responding to inquiries quickly, thoroughly, and productively to ensure participants continue to have confidence and comfort in the program's ability to support them toward successful completion.
- Referring parent/guardian/family inquiries to the appropriate supervisor in a timely manner.
- Completing administrative paperwork, including but not limited to health and safety forms, duty logs, payroll sheets, and program forms, in a timely manner.
- Submitting facilities work orders as needed, inspecting rooms prior to check in to ensure prep is completed and after students depart.
- Assisting with the collection of documents, forms, and waivers from students.
- Supporting residence hall check-in and check-out processes, including but not limited to key distribution/collection, room inspections, and building preparations for your building/area.
- Providing assistance with set up, running stations, welcoming families, and breakdown for all Sunday check-ins.
- Creating and posting informational signage for the residence hall.
- Acting as a liaison to refer students and staff to appropriate resources as needed.
- Intervening with and reporting unsafe, inappropriate, and concerning behavior to appropriate professional or graduate staff members.
- Conducting well-being checks on residents, when necessary.
- Enforcing summer policies and procedures.
- Being available to assist in case of emergency or unplanned student need with little to no prior notice
- Working evenings and weekends regularly.
- On weeks when Pre-College students are not in your residence hall, staff will be required to participate in training and/or complete various tasks for Pre-College Student Life.
- Participating in debrief meetings and evaluations at the conclusion of your employment.
- Completing other duties as assigned, as the summer is a fast-paced and dynamic work environment.

Participate in relevant staff development offerings by:

- Effectively assisting in building a sense of team and collaboration within the staff.
- Attending and participating in all applicable training sessions.
 - No outside commitments are allowed during the training period -- June 15- 23.
 - Staff training will be approximately 40+ hours during these dates.
 - 10 hours of online training sessions.
- Participating in on-going training opportunities throughout summer.
- Meeting with a supervisor for weekly one-on-one meetings (location and time TBD in conjunction with supervisor at the start of the position's employment dates).
- Attending weekly staff meetings at date and time established by Pre-College Student Life professional staff.

This description reflects assignment of essential functions; it does not prescribe nor restrict the specific tasks that may be assigned.

LEARNING OUTCOMES:

- Develop critical and reflective thinking skills.
- Increase interpersonal competence through the development of meaningful relationships.
- Work cooperatively and collaboratively with others, including people different from self.
- Build strong work ethic and sense of responsibility.
- Educate and facilitate the civic engagement of others.
- Set and pursue individual goals, articulating the rationale and objectives.
- Engage in behaviors and contribute to environments that promote health and reduce risk.

REQUIREMENTS:

- Employment dates are June 15 - July 31, 2023.
- It is estimated that STEM Resident Assistants will work on average, 55+ hours in the first week of the program and 48 hours in the second week of the program, including evening and weekend hours. Some weeks, with assigned tasks, the position may exceed that average.
- Preference will be given to candidates who have a desire to work with early high school aged students (generally 14-15 years old).
- Interest or experience in the STEM fields is highly preferred, but not required.
- Due to the nature of the work, STEM RAs are not permitted to have other obligations, including, but not limited to, employment, internship, or academic course (unless directly connected to internship - staff members must obtain permission from the Assistant Director of Staff Development in Pre-College Student Life for any related commitment or coursework prior to the start of the commitment/course) for the duration of their employment.
- Seasonal staff must have a phone with a data plan and a computer.
- Evening and weekend work is expected.
- Strong customer service and organizational skills are required.
- Communicate/exchange accurate information with program participants who have questions about their campus experience, including housing needs, health and safety concerns, and conduct matters.
- Detect, determine, perceive, assess, and synthesize information.
- Identify, judge, observe, inspect, and assess facility needs.
- Demonstrate ability to work collaboratively with a diverse staff and student body.
- Demonstrate cultural competence and inclusiveness; sensitivity to and understanding of diverse perspectives that students and staff bring to their work, including those of academic, socioeconomic, culture, race and ethnicity, ability, gender, sexuality, and intersectional identities.
- Demonstrate ability to work collaboratively, and to manage multiple tasks effectively.
- Due to safety concerns with minors, seasonal staff members are not permitted to have guests visit and/or stay in their residential spaces. Staff members will need to seek alternative options for hosting guests.
- All seasonal staff are expected to abide by all staff policies throughout your employment.
- All seasonal staff are expected to maintain confidentiality regarding all student information.
- Finalists receive a conditional offer of employment pending the outcome of a criminal background check, and, for current undergraduate students, additional review of any institutional conduct violations.

PHYSICAL DEMANDS & WORKING CONDITIONS:

General Physical Demands	Lift/Carry/Push/Pull	Use of Chemicals
<input checked="" type="checkbox"/> Requires ability to read	<input type="checkbox"/> Typically less than 10 pounds	<input type="checkbox"/> Limited exposure to chemicals
<input type="checkbox"/> Must remain in stationary position for long periods of time at a desk or computer	<input type="checkbox"/> Typically 10 to 20 pounds	<input type="checkbox"/> Careful use of chemicals
<input checked="" type="checkbox"/> Requires moving around campus	<input checked="" type="checkbox"/> Typically 20 to 50 pounds	<input type="checkbox"/> Use of highly toxic chemicals
<input checked="" type="checkbox"/> Requires occasionally standing, sitting, walking; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; hearing; talking	<input type="checkbox"/> Typically more than 50 pounds	
<input checked="" type="checkbox"/> Requires frequently moving inside the office to access the printer, files, and other materials/equipment		
<input type="checkbox"/> Some travel may be required		

- Live and work in a non-air conditioned space for up to 10 weeks.
- Move about inside the office and throughout all residence halls – encompassing ~2.1 million square feet.
- Occasionally work in outdoor weather conditions.

COMPENSATION & BENEFITS:

- Compensation is taxable, paid bi-weekly and will be prorated in the instance of early departure.
New staff member compensation is \$4,721.50
Returning staff member compensation is \$4,783.63
- As seasonal staff members are expected to live and eat on campus, non-airconditioned housing (single room) and meals are provided and not included in compensation. Seasonal staff members will be provided with designated hours during which it is assumed that they will sleep, and for which they will not be paid unless they are called to duty.
- Permitted four vacation days approved by supervisor and may not be taken during training (dates vary depending on job) or on Sunday check-in events. Please note that these vacation days are to be used during the contracted employment dates and are not able to be exchanged for additional compensation at the conclusion of the contract.
- Access to [Brown University Health Services](#) (the summer fee will be covered).
- Free ridership on [RIPTA](#) (Rhode Island Public Transit Authority).

TERMS

The position of seasonal staff member with Brown University is an at-will position, which means that either the University or the seasonal staff member may discontinue the position at any time and for any reason, prior to the conclusion of the Program. Termination includes loss of sponsored housing, meal plan, and access to Health Services. In the event of termination, the seasonal staff member will receive a prorated share of the agreed upon stipend amount offered in exchange for the services provided.