



The Resident Assistant (RA) at PALAZZI Scholarship – Summer 2012

SEEKING: a full-time, undergraduate student who, under supervision and direction, serves as counselor, administrator, role model, and team member for the high school (under age) students enrolled in the Summer Program at PALAZZI. The RA works to create and maintain a healthy environment for the academic and personal growth of the students within their assigned living unit. In carrying out his or her duties, the RA is expected to treat other students, supervisors, and fellow employees with courtesy and respect.

COMPETENCIES:

- Leadership potential as shown through past leadership experiences, and a desire to advocate for residents.
- Flexibility
- Creativity and positive energy – offers new or different solutions to solve problems or meet student/school needs
- Commitment to personal growth.
- Sensitivity and genuine concern for other students
- Strong interpersonal, critical-thinking, and communication skills.
- Remains calm in stressful situations
- Strong time management skills
- Applicants must have at least one semester of Italian Language and a previous living experience in Florence. He/she should present a letter of recommendation from the Italian language instructor
- Applicants must be in good academic standing.
- Applicants must not have current judicial sanctions.
- Applicants cannot hold a position elsewhere

DUTIES AND RESPONSIBILITIES:

Due to the unique nature of the position of the RA, work cannot easily be translated into hours worked per day or week. The RA job requires both regularly scheduled responsibilities and times during which RAs are available and accessible to residents if

needed. A reasonable work schedule would include both types of time; for example, regularly scheduled responsibilities such as staff meetings, staff training, student groups, programming; and availability/visibility time at varying intervals during the day and night on the floor and in the building. RAs are expected to be reasonably available and willing to work during emergencies and other unexpected events for which Residence Life support is needed.

Key responsibilities:

- Understand and educate residents about University and Residence policies and regulations.
- Be knowledgeable enough about university resources to help students find their niche in the wider campus community.
- Abide by and enforce all University rules, regulations and policies.
- Act as a positive role model both for fellow staff members and residents by not participating in questionable or unethical behavior.
- Be regularly available and accessible to address residents needs or concerns.
- Perform as a mediator in conflicts among residents and staff, within the limits of personal capabilities. Refer to the supervisor
- Respond appropriately to students in crisis--physical, emotional, etc.— through assessment, referral to experienced professionals and follow-up.
- Attend weekly staff meetings.
- Participate in afternoon and weekend activities with the students
- Check and respond when appropriate to voicemail and email daily.
- Deliver and/or post all flyers and campus information on a daily basis.
- Maintain professionalism and confidentiality. The RA must not speak to student's parents or the media without the guidance of their supervising Director
- Assume scheduled (total two weeks a month) on call duty responsibility (including night, weekends and break periods) to ensure proper coverage/assistance of a large amount of life and academic matters as determined by the supervisor
- The RA position is a live in position, during on call duty the RA will stay in the same residence as the students.
- Fulfill extra duty coverage during major Campus/Community Special Events

BENEFITS:

The RA will benefit from a scholarship which will allow them to receive a 3 credit transfer of PS CS LS 300 Learn and Serve. The RA will be issued a letter of enrollment for residence purposes if needed. The scholarship will include room and board for the duration of the program.

PERIOD OF PERFORMANCE:

Monday June 11th to Sunday July 15th