

CORNELL UNIVERSITY SUMMER COLLEGE PROGRAM
RESIDENTIAL COMMUNITY ADVISOR (RCA)
POSITION DESCRIPTION and EXPECTATIONS

The RCA is an important part of the Summer College Programs for High School Students. RCAs are the "front line" people who interact with the students regularly, enforce policy on the floor and in the hall, and are responsible for establishing a community feeling within the residence hall.

The Summer College Program is very different from the college experience that may be more familiar to you. The population you will be serving is under age 18 and the program is structured to reflect the specific needs of high school students. If you have been an RA in the past, you should know that this position is very different. Some of these differences are a nightly curfew for all students, limited visitation privileges, and a strict ban on alcohol and drug use in both the residence halls and on campus. As a Summer College Staff member, you will be restricted by some of the same policies as the students, i.e. overnight visitation, alcohol on the Summer College campus and the escort policy. These are important factors in considering your role as an RCA.

Overview

1. The RCA position is approximately nine weeks in duration
2. The Summer College program is an academic and residential program.
3. The students you will work with are 15-17 year olds typically representing over 25 countries and 46 states.
4. The Summer College program is extremely fast paced. Many procedures and programs have already been developed and need only to be implemented.

Organization

1. The RCA is a student staff member of Campus Life.
2. The RCA reports directly to the Head Resident (HR) of her/his assigned residence hall.
3. The RCA reports indirectly to the Residential Program Director.

Eligibility

1. Experience in organizing and implementing residential programming.
2. Live-in student staff experience helpful.
3. Previous experience working with High School students also helpful.
4. At least two semesters of undergraduate experience at Cornell or another institution..

Time Commitment and Remuneration

The RCA position is considered to be a full time appointment – approximately 30 hours per week. Outside work or a class are permitted with this position and MUST be approved by the Residential Program Directors. Outside commitments must not exceed 10 hours a week.

June 11th, 2014-August 7th, 2014

\$1300 First Year/\$1350 Second Year

Dining: Full Dining Plan for the duration of employment.

Housing: Single Room and Weekly Linen Exchange

\$100 cell phone reimbursement

Serving as a community educator

1. Develop and maintain on-going relationships with residents
2. Be visible and available to the community; intentional individual interactions required bi-weekly.
3. Communicate with and support all members of the community – facilities staff, service center staff, other residents, Dining Staff, Summer College academic staff, Residential Programs staff – to foster a sense of community, ownership, and respect
4. Serve as a liaison and advocate for resident needs and concerns to appropriate people
5. Develop and implement a combination of social and educational programs based on the needs of the community and outlined the Summer College Program Coordinator.
6. Help students adjust to a new living situation
7. Assist with the academic adjustment of high school students to a college environment; be available to facilitate review sessions or tutor students one:one.
8. Assess and address individual and group concerns among residents and staff

9. Take initiative to solve problems that may arise within the community
10. Actively build and encourage relationships between persons of different identities and backgrounds
11. Incorporate the Residential Programs mission, values, and goals into the community's functioning

Assisting in crisis support

1. Provide primary and secondary on-call coverage for the building; respond to resident incidents and concerns; complete the night check process
2. Be available to listen, advise and support residents with difficult situations while recognizing personal and positional limitations
3. Be aware of signs of potential problems and work with co-RCAs and supervisor to institute preventive and intervention measures
4. Act as an initial contact, referral agent, and follow up for students in crisis
5. Understand basic levels of counseling skills in order to help students
6. Escort students to Cayuga Medical Center, Convenient Care, and Gannett Health Center (when necessary and remain with them until they are released or admitted).
7. Maintain an appropriate level of confidentiality

Upholding community standards

1. Educate residents on policies and encourage them to hold each other accountable to these
2. Enforce policies on behalf of the University, Residential Programs and Summer College
3. Confront and report abuse of property and inappropriate behavior as defined by the complex community standards, Summer College House Rules, Summer College Code of Conduct and University Code of Conduct
4. Document policy violations and initiate disciplinary process in all Summer College residence halls, Community Centers, Dining Halls and Off Campus.
5. Report and respond to bias incidents
6. Maintain the respect for the physical environment of all Summer College Buildings.
7. Mediate conversations to resolve conflict between individuals or groups of residents

Completing administrative tasks

1. Complete necessary paperwork – program planning and tracking, incident reports, community reports, weekly reports, maintenance requests, etc.
2. Report appropriate information to supervisor
3. Respond to all communication in a timely manner
4. Conduct check-in and check-out procedures
5. Provide office and staff support as assigned
6. Follow up with resident concerns and needs as necessary

Fostering personal, positional, and group development

1. Participate in new experiences, challenge your personal values and attitudes and accept feedback
2. Assist others to learn and grow through challenge and support
3. Fully participate in all required training, in-services, and staff meetings (as outlined in RCA contract)
4. Maintain and continue to develop strong verbal and written communication
5. Engage in constructive working relationships, participate in group meetings and activities, and contribute positively to the staff as a whole
6. Contribute and support the RCA team goals, departmental and supervisor expectations, and overall operation of the complex
7. Actively participate in departmental evaluation processes

Supervision

RCAs will receive direct supervision from a Head Resident to support the Summer College and Residential Programs mission, values, goals, and objectives. RCAs will also receive indirect supervision from a Residential Program Director. RCAs are responsible for the above outlined job description, departmental and supervisor expectations, the Terms and Conditions of their contract, the terms outlined in the "Special Requirements Working with Minors" document and additional duties as assigned by individual supervisors.