Center for Student Diversity & Inclusion
Summer Academy for Math and Science (SAMS)

**Anticipated Start date** - June 20, 2018

**End date** - August 11, 2018

Supervisor: Designated Center for Student Diversity & Inclusion Staff and Program Coordinators
Contact - 412-268-2150

*General Description:* The SAMS Resident Assistant (RA) is a live-in student staff member whose role is to assist with the management of the residence halls and engagement of the SAMS participants. The position is open to Carnegie Mellon students of all majors and classifications.

1. On campus housing is required for the duration of the contract dates.
2. Meal plan & housing provided.
3. 2,700 stipend and free entry to program outings and extracurricular activities

**QUALIFICATIONS:**

**REQUIRED:**
- **QPA OF 2.0 OR ABOVE AT THE TIME OF APPLICATION**
- **STRONG COMMUNICATION & INTERPERSONAL SKILLS**
- **KNOWLEDGEABLE OF THE GOALS AND OBJECTIVES OF THE CENTER FOR STUDENT DIVERSITY & INCLUSION**
- **ABILITY TO WORK AS A PART OF A TEAM**

○ RA candidates should be able to demonstrate leadership or desire, ability and capacity to function in this important leadership role on campus
○ Ability to embody, articulate and operationalize the Summer Academy for Math & Science (SAMS) Mission and Vision
○ Effective project planning and management skills
○ A strong work ethic, including reliability and passion for the work
○ Appreciation for the importance of diversity and inclusivity in community life
○ Ability to serve as a role model for others
○ Ability to orchestrate administrative processes in a timely and thorough manner
○ Ability to manage multiple commitments and an active schedule
○ A strong desire to leverage the potential of the SAMS setting toward creating mentoring experiences with a profound impact on the students

IMPORTANT POLICIES REGARDING SUMMER ACADEMY FOR MATH & SCIENCE EMPLOYMENT:
○ Each RA is directly supervised by a Program Coordinator in conjunction with designated professionals from the Center for Student Diversity & Inclusion Staff. Training and on-going supervision by the aforementioned staff will assist the RA in successfully understanding and fulfilling each of these roles.
○ All staff are required to stay in their campus housing assignment for the duration of the program. The only exception would be on an approved day off.
○ No guests are permitted to stay in the SAMS summer residential facility.
○ All SAMS staff are considered to be on-duty unless they are on an officially approved day off and must abide by the policies set forth for the SAMS staff in writing and communicated during training.
○ No days off are permitted during staff training, Opening Day, Orientation, Symposium/Closing Day.

Responsibilities of the Summer Academy for Math & Science RA

STUDENT SUPPORT/SUPERVISION
○ RAs will provide support to their residents around personal and academic issues and also serve as mediators helping students establish roommate agreements and resolve roommate conflicts and personal disputes
○ Keeping in mind that the students are minors, RAs will act as a supervisor for an assigned group of 8-10 SAMS students helping them to become independent, grow socially, academically and psychologically in a safe and comfortable living environment. (While all RAs are responsible for the well-being of the students, they are not expected to handle
serious counseling situations. In many cases, SAMS RAs work with the Center for Student Diversity & Inclusion Staff, Program Coordinators and Counseling and Psychological Services to get their residents connected with the professional resources available on campus.)

- RAs will act as Peer Advisors and Academic mentors to the SAMS participants supporting the students during daily/weekly academic hours (typically 6:30-9 pm on weekdays)

COMMUNITY ROLE MODEL

- All SAMS RAs will be expected to be a role-model to the students enrolled in the Program as well as in the broader sense by being an example of students who are involved on campus and living well-balanced life-styles.
- Will be trained to be informed about the Summer Academy for Math & Science and the Carnegie Mellon community standards and policies, model these policies, educate others, enforce policies and confront violations.

EDUCATOR/PROGRAM & EVENT PLANNING

- All RAs are required to assist with procedures such as the opening and closing of the residence halls and contribute to every aspect of the SAMS program as assigned. RAs will have the opportunity to take days off and will have incredible amounts of support and help along the way in this endeavor.
- Create, plan and facilitate social, academic development and educational programs that fit into the mission/vision of the SAMS Program for their floors. In coordination with the Program Coordinators to carry out program/event planning and execution
- Facilitate on-campus activities & events as assigned by Program Coordinators and designated Center for Student Diversity & Inclusion Staff
- Participate in and supervise off-campus trips including transportation, tickets, etc as assigned (i.e. Kennywood, private movie showing at local cinema, Pirates Game, Museum trips, etc.)
- Navigate opportunities in the community for discussion and facilitate a diverse and comprehensive range of ideas, experiences and opinions, especially supporting the mentorship needs of the SAMS student participants.
EMERGENCY RESPONSE
○ In the event of an emergency, all RAs are first line of response in the residence halls regarding issues such as fire and minor medical emergencies. In most emergency situations, the RA’s primary role is to call for additional help and to offer support for the individuals involved.
○ Participate in rotational duty schedule and manage curfew sign-in in coordination with the Program Coordinators. Be prepared to facilitate emergency action plan in coordination with the Program Coordinators/designated CSDI Staff
○ A major role of every staff member is to make every effort to try to prevent emergency situations from happening
○ Every RA is required to participate in the rotational duty schedule

ADMINISTRATIVE
○ Follow systems, policies, procedures & forms to help program run program effectively (Complete all forms and write ups for programming, community standards violations, etc.)
○ Provide ongoing feedback of assigned students throughout the program and written evaluations at the end of the six week program.
○ Upkeep of floor bulletin boards and educate residents by passing on information about healthy living, academic skills and personal wellness.
○ Attend staff meetings that occur twice/week (TBD by Program Coordinators)
○ Perform other duties as assigned.

OTHER RESPONSIBILITIES
○ Attend staff meetings.
○ Maintain clear and positive written and verbal communication with staff and supervisor.
○ Participate enthusiastically in activities, providing support and guidance to those assigned as leaders.
○ Promote participation of all staff members in programs.
○ Provide ongoing innovative ideas.
○ Be an ambassador for the Carnegie Mellon community, Summer Academy for Math & Science Program at all times.