Summer Sessions Resident Advisor Job Description

A Summer Sessions Resident Advisor (RA) is a live-in student leader who works within the Summer Sessions residential community to carry out the mission and values of Cornell University and Residential Programs. RAs must be committed to enhancing the overall residential experience of students living in the Summer Sessions Residence Hall. RAs work collaboratively with facilities and other Residential Programs staff to provide resources and facilitate interactions that contribute to a positive living environment for all members of the community – students, families, faculty, staff, and visitors. RAs are responsible for, but not limited to:

Serving as a community educator
- Develop and maintain on-going relationships with residents
- Be visible and available to the community
- Communicate with and support all members of the community – facilities staff, service center staff, faculty, other residents, student leadership organizations, Residential Programs staff – to foster a sense of community, ownership, and respect
- Serve as a liaison and advocate for resident needs and concerns to appropriate people
- Develop and implement a combination of social and educational programs based on the needs of the community
- Help students adjust to a new living situation
- Assess and address individual and group concerns among residents and staff
- Take initiative to solve problems that may arise within the community
- Actively build and encourage relationships between persons of different identities and backgrounds
- Incorporate the Residential Programs mission, values, and goals into the community’s functioning

Assisting in crisis support
- Provide on-call coverage for the complex, as a staff team, to respond to resident incidents and concerns
- Be available to listen, advise and support residents with difficult situations while recognizing personal and positional limitations
- Be aware of signs of potential problems and work with co-RAs and supervisor to institute preventive and intervention measures
- Act as an initial contact, referral agent, and follow up for students in crisis
- Understand basic levels of counseling skills in order to help students
- Maintain an appropriate level of confidentiality

Upholding community standards
- Educate residents on policies and encourage them to hold each other accountable to these
- Enforce policies on behalf of the University and Residential Programs
- Confront and report abuse of property and inappropriate behavior as defined by the complex community standards, Residential Program’s House Rules, University Code of Conduct, and housing contract terms and conditions
- Document policy violations and initiate disciplinary process when appropriate
- Report and respond to bias incidents
- Maintain the respect for the physical environment of the complex
- Mediate conversations to resolve conflict between individuals or groups of residents
Completing administrative tasks
- Complete necessary paperwork – program planning and tracking, incident reports, community reports, weekly reports, maintenance requests, etc.
- Report appropriate information to supervisor
- Respond to all communication in a timely manner
- Conduct check-in and check-out procedures for students throughout the summer.
- Provide office and staff support as assigned
- Follow up with resident concerns and needs as necessary

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

Supervision
RAs will receive direct supervision from the Summer Sessions Resident Director to support the Residential Programs mission, values, goals, and objectives. RAs will also receive indirect supervision from a Residence Hall Director. RAs are responsible for the above outlined job description, departmental and supervisor expectations, the Terms and Conditions of their contract, and additional duties as assigned by individual supervisors.