



## Job Description

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| <b>Position Title:</b> | Resident Assistant                      |
| <b>Report:</b>         | Director of Campus Life (Camp Director) |
| <b>FLSA Status:</b>    | Exempt                                  |
| <b>Status:</b>         | Part-Time Seasonal                      |
| <b>Dates:</b>          | June 18 - August 10, 2024               |

## Purpose and Scope

Resident Assistants have an essential role at Meadowmount School of Music, directly impacting students' day-to-day experiences. This live-in position is responsible for creating a positive, structured environment that supports student growth, fosters a sense of community, and ensures students' safety and wellbeing. Resident Assistants work closely with students, staff, and faculty to maintain the daily schedule and uphold school policies.

## Activities

The following are the primary duties and responsibilities for this position.

### Dormitory Support and Supervision:

- Oversee the daily activities and routines of adult students, (18+) in the dormitory, ensuring a supportive and safe living environment.
- Foster a positive dorm culture by organizing activities, providing guidance, and promoting community standards.
- Ensure that dorm rules and school policies are consistently communicated and upheld.
- Provide support to students in managing their schedules, maintaining practice routines, and addressing personal or academic concerns.

### Student Engagement and Advocacy:

- Act as a primary resource for 18+ students, addressing their needs, concerns, and challenges in a respectful and professional manner.
- Encourage participation in campus activities, concerts, and events, fostering a sense of community among adult students.
- Serve as a liaison between students and camp administration, communicating dormitory-related needs and issues.

### Leadership and Collaboration:

- Collaborate with the campus life staff and other staff members to maintain a consistent and positive camp environment.
- Support the implementation of Meadowmount policies, ensuring that all adult students are aware of and follow camp guidelines.

*Founded in 1944 by Ivan Galamian*

- Assist in the supervision of activities, clubs, field trips, and off-campus events, providing leadership and guidance as needed.
- Work with other counselors and staff to support students under 18 when necessary.

**Emergency Response:**

- Be prepared to handle emergencies and implement safety protocols. This could range from a medical emergency, shelter-in-place during storms, power outage, or a bat inside the dorms.
- Provide first aid and seek medical assistance if necessary. Remain with students - this may include taking students to the emergency room or clinic.
- Document and report incidents promptly and accurately.

**Qualifications:**

- Must be at least 18 years of age.
- Experience working with students, preferably in a camp or residential setting.
- Strong leadership, communication, and interpersonal skills.
- Ability to foster a supportive, positive atmosphere in the dormitory and across campus.
- CPR, First Aid, and AED certification preferred.
- Valid driver's license is a plus.
- Ability to pass a background check.

**Physical Requirements:**

- Ability to participate in various physical activities, including standing, walking, and lifting up to 25 pounds.
- Willingness to work outdoors in varying weather conditions.

**Compensation & Hours:**

- A stipend equivalent to room & board.