

Position Description: Resident Assistant, Summer Program

Title: Resident Assistant (RA)

Supervisor: Director of TRIO Upward Bound

Status/Type: Temporary - summer program only / Fixed-duration

ALL STAFF TRAINING: Monday, June 8 – Friday, June 12, 2026

DATES OF SUMMER PROGRAM: Sunday, June 14 – Friday, July 24, 2026

Position Summary:

Resident Assistant is responsible for the overall care, safety, and well-being of all the participants in the summer program, with special attention to those students assigned to your core group. The program employs both male and female RAs to adequately serve the gender-diverse program participants.

Required Qualifications:

1. Completed at least one year of college, be enrolled full-time and pursuing, or already possessing, a college Degree with a minimum GPA of 2.25
2. Must be positive, enthusiastic, and exhibit creativity, flexibility, maturity and dependability.
3. Demonstrated ability to work with diverse populations and have empathy for youth
4. Ability to work independently, but also cooperatively as a member of a team, under the direction of the Resident Director
5. Successfully pass a criminal background check
6. Agree to participate in required training the week before residential portion begins.

Essential Responsibilities:

1. Guide and engage students in participating safely and successfully in all aspects of the Summer Program (SP)
2. Provide a positive, nurturing environment that encourages and motivates program participants to work toward becoming successful college-potential students
3. Encourage and role-model appropriate social interactions and interpersonal skills in relationships with peers and adults while practicing discipline and manners
4. During mealtimes, sit and interact with participants as much as possible; spend some time to get to know them individually
5. Accompany participants to and participate in nightly and community service activities encouraging a positive, supportive atmosphere
6. Support the administrative staff in forming and maintaining a cohesive unit and keep administrative staff members abreast to all concerns
7. Attend and contribute to staff meetings
8. Share responsibility for and assist in organizing and carrying out evening activities in all aspects of the events
9. Use discretion and common sense in assuring he/she gets sufficient rest and stays healthy, physically and mentally, to handle long busy days
10. Reside in the dorm (typically Monday – Thursday afternoon/evenings, Friday morning/afternoon) and adherence of the Student, Campus, and Staff Guidelines
11. Travel with the participants and other staff the last week of Program on major field trip, continuing responsibilities from on-campus portion
12. Assist with keeping residence hall and other areas clean and monitor participant's room cleanliness along with all other TRIO UB staff.
13. Adhere to university policies and procedures
14. Work collegially and professionally with students, employees and external constituents
15. Perform other duties as assigned by Program Director and/or administrative staff