



Resident Assistant Job Description



POSITION TITLE:

Institute Resident Assistant

SUPERVISORS' TITLES:

Governor's Health & Medicine Institute Program Director
Direct Supervisor – Residential Life Leader

ADDITIONAL STAFF SUPPORT PROVIDED BY:

Institute Assistant Director, Institute Health Director

PURPOSE: To support the creation of a safe and inclusive learning community in which high school students can experience life on a college campus, explore a variety of health careers, and refine their postsecondary goals.

POSITION DESCRIPTION:

Overview. Institute Resident Assistants (RAs) play an important role in shaping a thriving learning community at the Governor's Health & Medicine Institute, North (giv.org/institutes/health-medicine). RAs support high school-aged students in the residential aspects of a weeklong academic enrichment program on Vermont State University's Lyndon campus from July 6 through July 12, 2025. RAs lead educational and social activities, assist in team building and community building, manage critical administrative tasks related to dormitory life, and provide positive role-modeling through active leadership in the community. RAs must demonstrate maturity, initiative, professionalism, confidence, flexibility, enthusiasm, and commitment.

Setting & Schedule. RAs are assigned to a suite in a campus residence hall. While expected to work with all the students at the Health & Medicine Institute, RAs will have closer contact and additional responsibilities with the students in their particular suite. RAs work in a team to lead activities in the evening and support staff during daytime program hours. The anticipated on-duty schedule for RAs is 5 PM to 9 AM, during which time the RA is the primary person responsible for their assigned students. Quiet hours are enforced from 11 PM to 7 AM, and RA responsibilities during this time are limited, shared, and on call. Daytime tasks are assigned daily and shared among the team with time allocated for extended breaks.

Training. RAs will arrive on campus prior to the program's start to participate in staff training on Saturday, July 5th. An additional, required pre-orientation will occur virtually with all staff to review policy and procedural information. RAs must provide proof of independent completion of the Vermont mandated reporter training online.

Compensation. RAs earn \$1,000 for the week. All meals and housing are provided for the duration of the program.

JOB RESPONSIBILITIES:

Supervision & Support

- Oversee the well-being of teens within the Health & Medicine Institute.
- Lead evening and daytime activities.
- Ensure a safe and inclusive living environment for all participants.
- Provide emotional support and guidance to teens as needed.

Enforcement of Rules and Policies

- Enforce program rules and policies within the residential setting.
- Address any behavioral issues and implement appropriate consequences or interventions.
- Collaborate with program leadership to maintain a structured and respectful community.

Communication

- Serve as a liaison between participants, staff, and program leaders.
- Communicate effectively with teens, addressing concerns, answering questions, and providing information about program activities.

Emergency Response

- Be prepared to respond to emergencies or crises within the residential setting.
- Follow established protocols for handling medical emergencies, behavioral issues, or other critical situations.

Programming Support

- Assist in the design, planning, and delivery of educational and recreational activities.
- Encourage participation in group activities and foster a sense of community among participants.

Conflict Resolution

- Mediate conflicts between teens, promoting resolution and understanding.
- Report any significant issues or concerns to program leaders.

Administrative Tasks

- Maintain accurate records of participant attendance, incidents, and any relevant information.
- Complete required paperwork, such as incident reports and daily logs.

Role Model

- Demonstrate positive behavior and attitude for participants to emulate.
- Uphold program values and serve as a role model for responsible and respectful behavior.

Team Collaboration

- Collaborate with other RAs and program staff to ensure a cohesive and coordinated approach to residential life.
- Attend staff meetings and training sessions as required.

TO APPLY:

Please send a current resume and cover letter to:

Lanie Billings

Health & Medicine Institute North Program Director

lbillings@nvtahc.org

Deadline for application is Monday, April 7, 2025