

PACIFIC NORTHWEST COLLEGE OF ART

POSITION DESCRIPTION

DEPARTMENT: Community Education
POSITION: Pre-College Studios Resident Advisor 1
DEPARTMENT: Community Education
REPORTS TO: CE Youth Program Manager
POSITION DATES: June 28-August 16, 2019

HOW TO APPLY: Email hr@pnca.edu the following:

- Cover letter including why you're interested in the position and how you qualify.
- Resume/CV
- 3 professional references

Please include "CE RA 1" in the subject line.

PRIMARY PURPOSE

The Resident Advisor leads and facilitates the residency experience for high school students in PNCA's Pre-College Summer Studios. The RA is expected to understand, anticipate and respond to the needs of a teenage student population and serve effectively as a counselor and role model in the residency program. The RA helps, plans for, and cultivates a positive, collaborative and inclusive group experience for all participants. They have the capacity to resolve conflicts in a productive fashion and to report or refer in timely and professional fashion issues that require support or intervention from other College staff and offices.

The RA creates and facilitates an effective schedule of group activities outside of regular classroom hours, M-F, 9-4:30pm, along with the Lead Resident Advisor. They also communicate the schedule and experiences of program activities to pre-college resident students and, if appropriate, to the entire group of program participants, participant parents/guardians and program staff. The RA also helps coordinate the arrival and departure of student residents including travel between Portland International Airport and the residency hall as well as confirmation of arrival/departure with parents and guardians for resident students.

The Resident Advisor works in close contact with ArtHouse and Community Education administrative staff.

DESCRIPTION DUTIES & RESPONSIBILITIES

Primary Job Functions

- Informs residents and visitors of ArtHouse and program policies.
- Works appropriately within the scope of the RA role, referring and communicating issues as needed.
- Procures food supplies for participant breakfasts and snacks and, possibly, organizes dinners.
- Accompany Residency Students To/From PNCA on Public Transit.
- Will develop check-in process with students as well and enforce curfew.
- Documents and deals with concerns promptly.

- Develops and maintains rapport with all residents.
- Builds healthy, constructive community by establishing and deepening relationships among residents.
- Acts as a mediator in the exploration of difference and management of conflict between students.
- Helps residents understand and honor the balance between individual rights and group needs.
- Calls floor meetings in response to administrative, policy and programming concerns.
- Gives consistent care to the construction and maintenance of the floor and residence hall community.

Additional Job Functions

- Acts as a resource and referral source for residents.
- Encourages residents' efforts to achieve academic progress.
- Enforces hall policies designed to support effective learning communities.
- Role models appropriate behaviors.
- Attends meetings called by ArtHouse and/or Community Education Staff.
- Shows respect to all residents, regardless of gender, race, culture, religion, sexual orientation, ability, age or socioeconomic status or other dimensions of difference.
- Confronts actions and words that damage the humanity of others.
- Uses inclusive language.

Availability

- Program dates are July 8 – Aug 9, 2019 with additional preparation work during the first week of July and limited wrap up time in the week after the completion of the program.
- On-site: M-F 5pm - 8 am, Sat & Sun 24hr/day
- On-call: M-F 8am - 5pm

Compensation

- Stipend of \$250/week
- Rooming Accommodations at ArtHouse

REQUIRED QUALIFICATIONS

- Prior experience working with teens.
- Must have excellent organizing and communication skills.
- Must work well with diverse populations: meeting a variety of student and faculty needs.
- Responsible, dependable and accountable
- Ability to maintain confidentiality

PREFERRED QUALIFICATIONS

- Studio art or art education experience and prior professional counseling or teaching of teenagers.
- Multi-cultural competencies and non-violent communication expertise.
- Ability to communicate effectively.
- Sensitivity to the needs of all residents.
- Respond to immediate crisis situations until qualified professional help is available.
- First Aid and CPR certification. (PNCA will provide reimbursement for training).
- Should be familiar with Portland Transit system.

PHYSICAL REQUIREMENTS (When applicable):

- Must be able to set up for events.

PNCA recognizes that diverse classrooms and workplaces offer the richest learning opportunities. The College is dedicated to the goal of building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a multicultural environment. PNCA is therefore committed to a policy of equality in our admission and employment practices. All students and employees will be treated fairly at all times and without regard to race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, source of income, sexual orientation, gender identity and expression, or the presence of any sensory, physical, psychological or learning disability, and all other bases prohibited by local, state, or federal law. PNCA welcomes applications from candidates that expand the college's diversity and strongly encourages applications from women, minorities, individuals with disabilities and covered veterans.

THE RA Check list represents an agreement regarding quality of service to be provided by the RA during their time in this position.

RA Check List

(Task to be implemented while students are on site)

CHECKS:

- Morning Check in - Visual Confirmation that students are up and ready to travel to PNCA by 7:30
- Evening Check in – Visual Confirmation that all students are on site (in the dorm) by 10pm
- Lights out: Students should be in their assigned room by Midnight.

MEALS:

- RA must keep track of all receipts associated with PNCA credit cards and return receipts to Melanie Stevens on Friday the first 2 weeks of the program and the final batch the Monday after the studios has concluded.
- RA must communicate with Youth Program Manager if a student is exhibiting unhealthy eating habits, i.e. anorexic behavior.

ENFORCEMENT OF POLICY:

Resident Advisor must assist in the enforcement of the following policies.

- RA must confiscate any illicit substances including cigarettes (students 17 and under), marijuana, alcohol or any materials used in the consumption of illegal substances.
- RA must seek to meet all guidelines outlined in the Students Housing Contract.
- RAs document every lodging complaint they receive as well as any interaction they might have to pursue with ArtHouse staff to resolve issue.

COMMUNICATION:

- The RA will communicate any major incidents or behavior that threaten the safety of one or more students within 2 hours of the initial incident
- The RA will give regular updates regarding budget, student behavior, or quality of dorm facilities to the Youth Program coordinator, and if necessary, the Director of Community Education. Updates should occur at least two times a week if not more.
- RA should conduct room checks and document student presence on a roster, a copy of which is turned in to Melanie Stevens every Friday while the program is running.

SHARED RA DUTIES:

- RAs will alternate who is the nighttime first responder on any given night.
- RAs will alternate who is the on-call contact for Community Education Staff each day.
- The nighttime first responder also does a final room check and documents student presence on a roster, a copy of which is turned in to Melanie Stevens every Friday.
- Leading an Orientation on the first night in the residency hall.
- Traveling with students to and from ArtHouse and PNCA and to various community destinations via Portland Transit System.

SPECIAL TASKS:

- During Check In: Meet students at the airport and assist with transport to the dorms. Greet incoming students at the dorm and assist them in accessing their rooms and meeting other program residents.
- During Check Out: Check out students and coordinate travel of students to the airport.
- During the Studios: RA's will coordinate daily schedules so that if students wish to stay at PNCA late to work on projects they are not left completely unattended or have not been accounted for.
- In Case of an Emergency: One RA to travel with injured student in case of emergency, the other stays with the group
- Accounting: One RA tracks receipts and budget for food. One RA tracks receipts and budget for travel and activities. Documentation of Purchases for the Pre-College Studios must be submitted every Friday during the program's run. (RAs may submit receipts earlier if necessary.)
- Contact: RA's must adhere to administrative protocols regarding the dissemination of information, i.e. RA's must contact Melanie Stevens to confirm check in of students and check out of students in a timely manner.