PACIFIC NORTHWEST COLLEGE OF ART DATE: Jan 17 2019

JOB DESCRIPTION POSITION: Pre-College Studios Lead Resident Advisor

DEPARTMENT: Community Education

REPORTS TO: Youth Program Manager

Hiring Manager: Director of Community Education

Schedule: June 29-August 10, 2020

PRIMARY PURPOSE:

The Lead Resident Advisor leads and facilitates the residency experience for high school students in PNCA’s Pre-College Summer Studios. The Lead 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 Lead RA 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 Lead RA creates and facilitates an effective schedule of group activities outside of regular classroom hours, M-F, 9-4:30pm, along with the 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 Lead RA also coordinates 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 Lead Resident Advisor works in close contact with ArtHouse and Community Education administrative staff.

DESCRIPTION OF DUTIES & RESPONSIBILITIES:

Primary Job Functions
- See expectations below.

Additional Job Functions
- See expectations below.

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.

PREFERRED QUALIFICATIONS:
- Studio art or art education experience and prior professional counseling or teaching of teenagers.
- Multi-cultural competencies and non-violent communication expertise.
PHYSICAL REQUIREMENTS (When applicable):
- Must be able to set up for events.

Expectations

Commitment
- Follows PNCA and residence hall policies as stated in the Housing Agreement and other applicable expectations as communicated. Lives in the residence hall to which s/he is assigned.
- Remains on campus to assist with the opening and closing of residence halls at the beginning and end of the program.
- Is mindful of being a role model 24 hours per day.
- Demonstrates a positive, flexible and professional attitude towards residents, staff and job responsibilities.
- Works appropriately within the scope of the RA role, referring and communicating issues as needed.
- Attentive to job responsibilities and the hall community and is accessible to Youth Program Coordinator.
- 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.

Communication
- Informs residents and visitors of ArtHouse and program policies.
- Documents and deals with concerns promptly.
- Communicates with ArtHouse and Community Education Staff on a regular basis through regularly scheduled meetings as well as weekly reports.
- Assists in the assessment of residence hall damage.
- Communicates maintenance and housekeeping concerns to proper personnel in a timely fashion.
- Regularly checks and responds to paper, voice mail or other types of employment messages.

Community
- 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.

Learning
- Provides a comprehensive slate of evening and weekend activities.
• 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.

**Multiculturalism**
- 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.

**Safety**
- Upholds relevant policies and procedures.
- Reacts appropriately to situations that pose a threat to the health and safety of the community.
- Addresses safety topics and risk taking with residents in a proactive manner.
- Is prepared to respond appropriately in a staff role whenever he or she is present in a residence hall.

**Requirements & Specifications:**

The RA must have the following professional skills and qualities:
- 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.
- Should be familiar with Portland Transit system.

The RA must possess the following personal attributes:
- Responsible, dependable and accountable
- Ability to maintain confidentiality
- Emotional maturity

**Availability**
- Program dates are July 6 – Aug 7, 2020 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 $300/week
Rooming Accommodations at ArtHouse

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1 RA may complete First Aid or CPR training provided at American Red Cross; PNCA reimburses for cost of training.
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:
Lead RA 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 Continuing 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 Continuing 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.