QUALIFICATIONS

Summer Resident Assistants must be current Binghamton University students. Summer RAs do not need to be enrolled in summer school.

EXPECTATIONS AND RESPONSIBILITIES

- Summer RAs are required to be available and live in an assigned Hillside or Susquehanna apartment (valued at $1600) from May 2 through August 13.
- Establish effective and ongoing communication with the Community Director, area secretaries, and Assistant Director for the Apartment Communities.
- Establish a professional relationship with the summer residents.
- Spend a significant amount of time in their assigned apartment community.
- Be available to assist residents.
- Participate in student staff interviews of Residential Life professional candidates (ie: RDs)
- Be available during business hours 8am-4pm at least one day a week for office assistance/coverage
- Be a resource for residents in all areas of campus life.
- Enforce university policies and procedures.
- Organize, support, and participate in two staff community builders; one each summer term
- Actively participate in staff training and staff meetings.
- Complete room condition reports and assist with check-in and check-out processes.
- Complete other necessary forms and reports, such as housing rosters, incident reports, and work orders.
- Post notices and maintain bulletin boards.
- Report all maintenance concerns.
- Participate, on a rotating basis, in evening staff office duty.
- Assist with other relevant duties as assigned.
- Follow and uphold all University and Residential Life policies.

FURTHER CONDITIONS

- Must be available for training on Friday, April 22, 2016 from 4:30-6:00 pm.
  There will be an additional training session on Thursday, May 26, 2016 from 9am – 12pm in the Hillside Commons. We will provide you with lunch and then you will be moving into your summer apartment.
- Summer RAs receive a free room in a Hillside or Susquehanna apartment (valued at $1600) and $315 in meal money added to their student account.
- Each staff member may take one week’s vacation during the summer, to be coordinated