



## Summer Session Resident Assistant Position Description

<b>Title:</b>	Summer Session Resident Assistant (SSRA).
<b>Reports to:</b>	Director of Residence Education and Assistant Director of the Waino Wahtera Center
<b>Compensation:</b>	\$12.00/hour (new staff) and \$12.50 (returning) for all training and scheduled hours
<b>Appointment:</b>	Summer training, Summer Sessions (student must be available for two or more summer sessions)
<b>Training:</b>	Spring training and summer training modules in Canvas

### Position Summary:

A Summer Session Resident Assistant Position (SSRA) is responsible for providing leadership, building community, and promoting new student learning during Summer Sessions for Orientation. As part of the Summer Sessions, the Students will be residing in McNair overnight. SSRAs are to reside in the halls during this time to monitor and assist with hall safety. As a representative of the University, you will consider it your responsibility to exemplify the expectations of Residence Education at Michigan Technological University.

### Responsibilities:

Summer Session Resident Assistants play an integral role in introducing new students to Michigan Tech by serving as mentors and guides to incoming students and their families. To achieve these goals, SSRAs:

- Establish and maintain friendly relationships with residents during the summer sessions.
- Identify and address problems, impart and obtain information, answer questions, and develop a sense of community in the living area during the summer sessions
- Be present and engaged on their floor and in their building throughout the session. Help host a community hangout to help answer questions about living in the residential halls to help further excitement in the upcoming school year.
- Be available to residents in the evenings as specified by their supervisor.
- Facilitate programs, meetings, and small group discussions about educational and social issues during the summer sessions
- Address concerns and answer questions of first-year students and their families during the summer sessions.
- Serve as a resource and refer new students to campus services as needed during the summer sessions.
- Value differences in others and promote a culture of respect.
- Communicate and promote the Michigan Tech values.
- Assist with the preparation of Summer Orientation Session activities and materials.
- Positively represent Michigan Tech as a role model for all new students.
- Create a bulletin board for summer sessions, and door decorations creating a welcoming environment
- Provide wake-up, check-in, and out procedures, and assist with changeover between sessions.
- Perform other duties as assigned.

### Safety:

- I will maintain the highest level of legal and safety compliance within the residence halls.
- I realize that as a residence hall staff member, I have no legal right to preserve confidentiality and may be required to share resident information with my supervisors.
- I am aware that reports, rosters, and conversations surrounding such materials are protected under FERPA (Family Educational Rights and Privacy Act). Furthermore, I am aware that I am considered a Campus Security Authority and must report any issues or concerns to my supervisor.
- I will uphold all policies related to FERPA, Title IX, the Living Guide, and the Code of Community Conduct.
- I understand it is my responsibility to act in a manner consistent with the rules and regulations outlined in the Living Guide, the RA Resource Guide, and the Code of Community Conduct.
- I will not lend or give specific staff or confidential materials to residents (e.g. master keys and rosters).
- I will not drive any residents in the capacity of my position.
- I will not take residents swimming where there is not an on-duty lifeguard.
- I must perform scheduled duty rounds and assist in facilitating fire drills and building operations tasks.
- I will interpret, explain, enforce, and abide by all University and residence hall policies and procedures to educate residents on being a conscientious member of the community.
- I will work to identify at-risk students. I will refer all resident and staff concerns to my supervisor or appropriate resources on campus.

**Essential Job Requirements:****Minimum Qualifications:**

- Enrolled as a full-time Michigan Tech student for the Spring 2025 & Fall 2025 semester.
- Good academic standing; Minimum cumulative and semester grade point average (GPA) of 2.5 from application through term of employment.
- Must have satisfactory academic progress towards their degree.
- Free of any conduct sanctions at the time of appointment and remain free while employed.
- Be willing to maintain focus and a positive attitude through training and summer orientation days.
- Strong desire to work with new students and their families, dedication, flexibility, and a willingness to learn.
- Work well with individuals and in groups, and be able to maintain a positive attitude over a 5 pm - 10 am workday.
- Willing to get out of their personal comfort zones to help new students of all types.
- Must be available for training events in the Spring semester.

**Desired Qualities:**

- Communication skills and leadership qualities suitable for leading a group of approximately 25-35 students.
- Teamwork skills are suitable for working with other Summer Session Ambassadors and first-year students.
- Comfortable and confident in public speaking and interacting in a one-on-one setting.
- Knowledgeable about many different aspects of Michigan Tech.

Contact us at (906) 487-3558 or [success@mtu.edu](mailto:success@mtu.edu) with any questions.

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