



JUNIOR STATE OF AMERICA

Job title: Resident Advisor (JSA Summer Programs)

Department: JSA Programs

Classification: Full time, Temporary

Reports To: Sr. Program Director/Program Director

The Junior State of America Foundation/Junior State of America is a nationwide, non-partisan civics education program for high school students. During the school year, Junior State members participate in student-run regional and state overnight conventions held in major U.S. cities. Each year, the Junior State of America Foundation conducts Summer School programs on the campuses of Georgetown, Princeton, and Stanford Universities. In addition, the Foundation conducts state and local government Institutes in a number of states around the nation.

The Junior State of America is looking for resident advisors to provide administrative program support and supervision along with mentoring and academic guidance to a talented group of high school students from across the nation.

Position Overview:

The Resident Advisor (RA) is a live-in position (3 days to 4 weeks depending on the program). RAs are responsible for creating and maintaining emotionally and physically safe and secure residential communities. RAs are called upon to effectively respond to and manage a variety of crises and emergencies. Full time JSA staff in collaboration with RAs are advocates for an inclusive environment and community through understanding, enhancing, promoting, and celebrating the uniqueness of our student residents and department staff. The position requires a positive attitude towards RA responsibilities and the mission of JSA.

By facilitating a safe and healthy environment, the RA supports the intellectual and emotional development of students. The RA position is one that requires dedication, flexibility, commitment, time management, and enthusiasm as RAs are required to respond to changing needs and situations.

In these roles, RAs gain a variety of skills and are integral to the success of the program. RAs should not make additional academic or employment commitments during the period of his/her summer program. Under the direction of the senior program director, training for the following responsibilities will take place during the week of Staff Orientation and in sessions throughout the summer.

Given the nature of the work, we seek strong applicants that demonstrate organization, emotional intelligence, self-awareness, approachability, and a sense of humor!

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Responsibilities are not listed in any particular order of importance or significance.

Essential Duties

- Support the development of community and a sense of ownership and responsibility among the residents by exerting effort to understand the residents, understand the needs and interests of the community, and create a welcoming atmosphere in the area including, but not limited to, bulletin boards, door decorations, and welcome decorations.
- Design and implement social and educational programs that respond to the needs of the community.
- Be available to respond to after-hours or weekend emergencies as needed without prior notice. Perform “on call” duty responsibilities, respond to resident crises and medical emergencies, and assist students, staff, and other authorized personnel in resolving emergencies.
- Be available, visible, and responsive to the program participants.
- Assist with roommate agreements and community conflict, mediating conflict as necessary.
- Promote a safe and healthy environment using a team approach
- Assist with the opening and closing of programs/campus housing and the room change process.
- Support the mission of JSA and encourage the development of leadership skills among the residents by facilitating democratic decision-making among the students.
- Promote, uphold, and enforce federal, state, and local laws, JSA, and campus standards of conduct
- Proactively provide resources to residents and address issues that have the potential to become behavioral problems in the community.
- Serve as a support for residents as they work to understand their student rights and responsibilities in the living/learning community.
- Serve as a role model to students through high standards of personal and professional conduct.
- Maintain and uphold standards of strict confidentiality.

The position requires evening and weekend work.

Qualifications:

- Have successfully completed 30 credit hours or two years of higher education
- Have a minimum 2.5 cumulative GPA
- Be available to live in assigned program housing for the duration of assigned program
- Be able to develop and maintain professional and collaborative relationships with students and other staff and faculty.
- Be proficient with Google Suite (email, calendar, drive, etc.)
- Be excellent at multitasking and demonstrated organizational skills with an emphasis on attention to detail
- Able to handle requests from students, teachers and parents
- Have good judgment with the ability to make timely and sound decisions
- All candidates must be able to pass a background check before hire

Travel: Moderate travel (approximately 35%) by land for the program.

Compensation and Benefits:

Resident advisors will be paid a stipend (stipend amount depends on length of program). In addition, resident advisors will receive room and board for the duration of their service.

All interested candidates should apply by clicking [HERE](#). Questions about the role can be submitted via email (jobs@jsa.org).

Junior State of America (JSA), an equal opportunity employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination; all qualified applicants will receive consideration for employment. JSA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.
