

**POSITION:** Resident Advisor  
**DIRECT REPORT:** Summer Residence Life Director  
**EMPLOYMENT STATUS:** Seasonal

**FUNCTION:**

The Resident Advisor (RA) assists the Hall Director (HD) with the supervision and operation of a residence hall and related programs for students attending the School's 5-Week Summer Ballet Program. The RA's primary responsibility is the health and wellness of our students. The RA directly supervises a floor of approximately 15 residents and cooperates with other Summer Ballet Program staff to provide the best possible residence life experience for students living on the Dickinson College campus.

**Employment Duration:**

Length of Employment: Sunday, June 11 – Monday, July 24, 2023

*\*Arrival to Carlisle, PA by 3:00 PM EST on June 11*

- Training: Sunday, June 11 – Friday, June 16, 2023
- Program: Saturday, June 17 – Saturday, July 22, 2023
- Wrap-Up: July 22 – July 23, 2023
- Departure: July 24, 2023

**Core Responsibilities:**

- Directly supervise a floor of approximately 15 residents, providing care, guidance and support to the residents on a daily and as-needed basis;
- Serve as a positive role model;
- Create a positive and thriving residential community;
- Motivate and encourage students throughout the 5 Week Summer Ballet Program;
- Maintain awareness of assigned residents' health, well-being and class attendance and address concerns appropriately and in a timely manner;
- Actively engage all residents in conversation, with special attention paid to those who may be shy, introverted, or need extra attention;
- Maintain professionalism and a sense of calm when addressing situations or speaking to parents and students;
- Attend and participate in staff training the week prior to the program start date;
- Enforce CPYB rules, regulations, and policies;
- Assist in the resolution of student behavioral issues;
- Respond to student-related emergencies;
- Inspect rooms for cleanliness and damages every Sunday;
- Submit requests for maintenance and follow up on requests;
- Assist with implementing student check-in/-out procedures;
- Transport students in program vehicles as necessary;
- See that students who are ill receive medical care and are resting in their rooms when advised;

- Inform the Hall Director of all safety, security, maintenance, damage and personnel problems
- Keep accurate and detailed student records;
- Participate in every staff meeting;
- Meet individually with the Hall Director at least once per week;
- Check email for staff updates several times each day;
- Serve as the RA on-call, mail duty or front desk attendant as scheduled by the HD;
- General administrative tasks;
- Plan at least five activities for assigned residents, with at least two activities being collaborative;
- Facilitate and encourage participation in all activities;
- Actively and enthusiastically participate in activities;
- Project and maintain a positive, professional image of the organization at all times

**Qualifications:**

- 18 years of age by June 5, 2023
- Ability to obtain appropriate security clearances to work with children to include the PA State Police Background Check, PA Child Abuse History Certification and the FBI Criminal Background Check required
- Demonstrated ability to plan, organize, and lead activities for large groups of children
- Prior supervisory and leadership experience preferred
- Experience working with children and youth preferred
- Ability to handle and resolve crisis management situations
- Demonstrated leadership experience with strong organizational and interpersonal skills
- Flexibility to accommodate work schedule to meet the needs of the program
- Knowledge of performing arts; preferably dance (preferred)
- Experience working with or attending summer dance program or camps (preferred)

**Compensation:**

Competitive compensation includes:

- Stipend of \$1,900
- Room & board at Dickinson College June 11 – July 24, 2023
- Reimbursement of up to \$200 for travel expenses
- Ability to take free ballet classes during the 5WSBP

**To apply,** please send resume, cover letter and employment application (download [HERE](#)) to [reslife@cpyb.org](mailto:reslife@cpyb.org)