

Lead Resident Advisor



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Job Description

Office of Campus Living
Lewis & Clark College
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living@lclark.edu

Purpose	<p>To build upon prior experience as a Resident Advisor To increase administrative acumen and facilitation skills To gain professional insight into Area Director responsibilities and role To develop and employ mentoring skills within the staff team</p>
Role	<p>Serves as a leader within the RA staff and liaison to Professional Staff Coordinates on-going paraprofessional staff training with CLAB Takes lead on administrative coordination for staff team Co-coordinates staff activities with Area Director</p>
Duties	<p><i>Responsible for all duties in the RA job description, and approx. 6-8 hrs/week as follows:</i> Serves on Campus Living Advisory Board With CLAB, plans and facilitates monthly in-service staff development trainings Coordinates administrative tasks for complex (including develops RA duty schedule, plans retreat, performs key audits) Co-facilitates team building with AD through monthly activities in staff meeting Takes lead on coordination of RA staff's one hall wide program/semester Meets weekly with AD to strategize ways to address community issues</p>
Requirements	<p>At least one academic year of service as a Resident Advisor Taking 18 credits or less per semester during term of service Full time student in good academic standing with at least 2.5 cumulative GPA</p>
Preferred Qualities	<p>Ability to give and receive feedback Facilitation skills and attention to detail Time management strategies and the prioritization of the role</p>
Compensation	<p>As a Resident Advisor, plus stipend, and gains additional training in: Group facilitation, stewardship, and student development theory</p>
To apply	<p>Apply as a Returner RA, and submit supplemental answers to the following questions: 1) What is most attractive to you about serving as a Lead RA? 2) Discuss one of your top five Strengths; how will you draw upon it to succeed in this role? 3) How will your personal contribution as a Lead RA support the Campus Living guiding philosophy?</p>