



**Office of Summer & Non-Degree  
RESIDENTIAL COHORT ASSISTANTS  
Job Announcement & Position Description**

**Employment Period (Please Choose One Employment Period)**

**Pre College Program (3-week) – Monday, June 22 – Friday, July 17, 2020**

**Pre College Program (6-week) – Monday, June 22– Friday, August 7, 2020**

**International Summer (7-8 weeks) – Mid-June – Friday, August 7, 2020**

**International Summer (6-week) – Wednesday, June 24 – Saturday, August 9, 2020**

The office of Summer & Non-Degree seeking mature, experienced, and responsible student leaders to support its GW Pre-College and International Summer Programs. Residential Cohort Assistants (RAs) will be expected to enhance the student experience by fostering communities that promote learning and development and preparing their peers to make positive contributions in the world. RAs are the primary contact for students and serve as role models ensuring that residents comply with university and program policies. RAs must exhibit a strong commitment to academic rigor, intellectual discourse, and the benefit of continual self-assessment. They will get to know their residents, model appropriate behavior, and assist in the development of educational co-curricular initiatives that promote an understanding of the academic and residential US college experience.

RAs in the Pre-College Program report directly to the Residential Community Specialists at the Mount Vernon Campus. International Summer RAs will report to the International Summer Residential Community Specialist on the Foggy Bottom Campus.

On the Mount Vernon Campus primary responsibilities include supervising high school students in grades 9-11 enrolled in experiential summer courses and high school juniors and seniors enrolled in undergraduate credit courses.

Foggy Bottom RAs are responsible for supporting undergraduate and graduate international students taking various courses for credit. Background checks will be conducted on all applicants.

**QUALIFICATIONS**

- Full-time undergraduate or at least part time graduate students in a degree-granting program; must have completed at least two semesters of undergraduate coursework prior to the period of employment
- Minimum 2.8 GPA at time of application.
- Relevant experience in programming, student leadership, service learning, and residential life
- Strong organizational, communication and leadership skills required
- International experience/exposure a plus (required for International Summer program)
- Live-in student staff experience helpful
- Previous experience working with high school students is a plus
- Ability to sit/walk/stand up to 10 hours per day and lift up to 50 pounds
- Having a functional personal laptop is preferred
- CPR & AED training (required by June 15 , 2020)
- Please indicate any special interests and/or skills on application, as they relate to marketing, photography, administrative skills, etc.

**COMPENSATION**

- \$15.00/hour (Staff are paid for a maximum 40 hours/week, minimum of 35 hours/week)
- GW housing accommodations for the duration of the program at respective campus of program
- Dining for the duration of employment
- Internship or practicum experience opportunity
- Personal and professional development opportunities in a positive and supportive environment
- Learn helpful, important information about GW programs and resources
- Experience working with a diverse group of individuals to accomplish a unique task



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**TERMS AND CONDITIONS OF EMPLOYMENT**

- This job precludes students from having simultaneous GW employment during the designated employment period
- The RA position is considered to be a full time live-in appointment. Class on campus may be permitted but must be approved by the Program Directors in advance. Outside commitments must not exceed 10 hours per week, take place on weekends, or after 4:30 pm on weekdays, and must be approved by the office.
- RAs are required to sleep in their room every night
- Students cannot be on academic or disciplinary probation in order to qualify for the RA position.
- **Attend all of the important dates outlined (e.g. training & staff meetings). Absences will not be permitted. If you have a conflict with any of the dates, please mention the date(s) and reasons in your application.**

**ESSENTIAL FUNCTIONS**

***Community Building, Personal Growth and Development***

- Work with residents to create an environment that promotes personal development, communication, community engagement, and self-reflection related to the college search, academic, life and career goals.
- Encourage roommate and community dialogue through various methods of communication including facilitation of Roommate Agreements.
- Hold in-hall hours to assist residents with personal needs and refer residents to campus resources as necessary.
- Promote student accountability to increase individual and community responsibility.
- Help residents to develop and identify a deeper understanding of their personal abilities and goals.
- Document and report student behaviors inconsistent with program policies that may indicate personal, social, or academic problems
- Take initiative to solve problems that may arise between individuals or within the community.
- Assess and address individual and group concerns among residents and staff.
- Enforce program policies & regulations

***Programming***

- Provide opportunities for programs to help college, career and major exploration.
- Help residents identify ways to get involved and participate in program activities.
- Maintain in-hall hours to assist residents in connecting with the appropriate campus resources, provide information regarding University functions and policies, and lead nightly floor meetings.
- Enthusiastically support and advertise program activities.

***Administrative Functions***

- Communicate on a regular basis with supervisor, including floor trends and needs of residents. This will occur through one-on-one meetings, weekly reports and regular phone and email communication.
- Communicate immediately with appropriate emergency personnel and supervisor on duty, regarding the safety and well-being of residents.
- Assist as necessary in all appropriate opening and closing functions (move-in, move-out, early and late arrivals, orientation, and closing ceremony).
- Perform weekly administrative tasks as assigned (e.g. door decoration, inventory, activity preparation, hall meetings, errands etc.).
- Other duties as assigned



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*GW is an EEO/AA Employer*

**To apply,** All members of the GW community, Please submit all applications, with the necessary documentation, through the [GW Student Employment Jobs Portal](#).

**Not a GW Student?** Please email us at [gsummer@gwu.edu](mailto:gsummer@gwu.edu) for details on how to apply for these positions.