

THE RESURRECTION PROJECT LA CASA STUDENT HOUSING

PAID INTERNSHIP DESCRIPTION

Position Title	LA CASA RESIDENT ASSISTANT
Supervisory Relationship	Director of La Casa Student Housing
Organization General Description	<p>The Resurrection Project (TRP) is a 501(c)(3) community development organization. Founded by a coalition of Pilsen churches in 1990, TRP's mission is to build relationships and challenge people to act on their faith and values to create healthy communities through organizing, education and community development. The organization primarily serves low- to moderate-income families in Pilsen, Little Village and Back of the Yards.</p>
General Job Description	<p>Under the supervision of the Director of La Casa, <i>the La Casa Resident Assistants</i> are responsible for the oversight of the student housing building and for creating a welcoming and inclusive living-learning community for a designated floor or living area within La Casa Student Housing – an initiative of The Resurrection Project.</p> <p>As front-line staff members of La Casa Student Housing in assigned areas, the <i>La Casa Resident Assistants</i> will serve as peer mentors, role models, community builders, resource people, activity coordinators, and property management liaisons. Among their primary responsibilities is to initiate relationships with residents, plan and encourage participation on floor- and house-wide programs, and mediate interpersonal conflicts. A significant amount of time must be spent on getting to know residents as individuals and on generating enthusiasm as they bring students together to engage in social, cultural and community activities.</p> <p><i>La Casa Resident Assistants</i> will also be instrumental in ensuring that La Casa Student Housing properties remain safe and secure places of residency and that all policies are upheld. Front-desk coverage, on-call rotation, and weekly office hours apply.</p> <p>A successful staff member must be able to communicate effectively and respectfully, and to respond appropriately and confidentially when discussing sensitive information. This position requires a high level of sensitivity, understanding, self-confidence, and strength of character.</p> <p>In addition, <i>La Casa Resident Assistants</i> are expected to be strong team players. Frequent collaboration with the Director of La Casa, College and Career Readiness Coordinator, Student Support Coordinator, other Resident Assistants, and Property Management staff is expected.</p>
Primary Job Duties and Responsibilities	<p>COMMUNITY DEVELOPMENT</p> <ul style="list-style-type: none">• Collaborate with other RAs and La Casa staff in creating a welcoming and inclusive living-learning community.• Introduce and orient students to La Casa programs, services, facilities, staff, and functions.• Create a culture and climate on each floor that is conducive of academic success.• Assess the needs and interests of residents and plan activities that develop community.• Make concerted efforts to involve students in planning social and educational activities for the benefit of floor-specific and house-wide residents.• Respond to student behavior that is inappropriate and/or in violation of La Casa policies and procedures. This responsibility involves confronting the action that is in question, documenting the incident(s), and utilizing residence hall conduct procedures.• Demonstrate a working knowledge of buildings, their services and functions, in order to provide academic and personal support.• Serve as a resource for information and referral source as needed.• Act as mediator in conflict situations (i.e. roommate noise, floor disputes, conflicts, etc.). <p>PROGRAMMING</p> <ul style="list-style-type: none">• Be on duty periodically throughout the week and on weekends to ensure staff availability/visibility for La Casa residents, to provide a safety net, and to meet student resident needs.• Encourage residents to make responsible use of the Resource Center and to fulfill their obligations towards the La Casa programmatic components.• Connect residents to cultural, academic and social events occurring in Pilsen, in the city, and on college campuses.• Encourage all residents to explore, become involved, and take on leadership roles in curricular and extracurricular activities, clubs, and celebrations within their university campuses and in the Pilsen community. <p>PEER MENTORSHIP AND ROLE MODELING</p> <ul style="list-style-type: none">• Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to all La Casa policies.• Provide information, advice, support, and encouragement to lead and guide by example.• Serve as an effective participant in small group settings.• Help student residents become aware of the La Casa expectations as expressed in the Student Handbook.• Consider principles of fairness and concern for the community and the individual when responding to policy violations. <p>RELATIONSHIP DEVELOPMENT</p> <ul style="list-style-type: none">• Establish personal and meaningful relationships with all La Casa residents, with an emphasis on those residents assigned to their case load, to help students acclimate to their new environment, assess their needs and overall satisfaction with La Casa.• Meet with assigned residents individually on a bi-weekly basis and as a group on a monthly basis to address any needs or issues that may arise.• Build a rapport with residents to help facilitate open lines of communication for questions, problems, and concerns.• Be an active listener.• Treat confidential information with sensitivity and integrity.• Refer student residents to other sources, as appropriate.

BUILDING MANAGEMENT

- Work in collaboration with the Director of La Casa Student Housing, the Property Manager at The Resurrection Project, and Building Maintenance Workers to ensure safety and security of La Casa properties, including assisting in coordinating fire drills, conducting unannounced periodic room inspections, and reporting any facility issues that arise.
- Relate student concerns (i.e. policies, procedures, and maintenance) to the appropriate party.
- Assist with tasks related to effective building management (i.e. key distribution, lockouts, occupancy reports, room condition reports, and other items relevant to the management of well-maintained living and learning spaces).
- Monitor residents and non-residents entrance into the residences.
- Respond to and confront inappropriate behavior and residential policy violations.
- Report dangerous activities and/or suspicious person(s) both inside and outside of the residence.

ADMINISTRATION

- Maintain regular weekly office hours. Building rounds may be required during regularly held office hours.
- Attend staff meetings, training sessions, and maintain an active, working relationship with supervisors and other staff of La Casa Student Housing and The Resurrection Project.
- Complete administrative tasks as needed in a timely and efficient manner.
- Submit weekly reports to the Director of La Casa Student Housing to keep her informed about student resident and property matters.
- Assist with resident move-in and move-out activities, each term.
- Assist in outreach, recruitment and retention of residents and fellow Resident Assistants.

Essential Knowledge and Skills

- **Graduate-level student in good standing with their university and possessing a minimum 2.3 cumulative GPA at the time of application and throughout employment.**
- Full-time academic status during the period of employment (not including summer). Exceptions must have prior approval of the Director of La Casa Student Housing.
- Have prior experience in projects that require public speaking, outreach, or interaction with high school and/or college students. Examples include but are not limited to: (a) student club officer; (b) university ambassador; (c) orientation leader; and/or (d) resident assistant.
- Possess excellent interpersonal and communication skills, bilingual Spanish/English preferred.
- Demonstrate a passion for public service and an interest in non-profit and philanthropy.
- Proficient in using a variety of computer programs and social media venues, including but not limited to Microsoft Office and Facebook.
- Ability to work independently and collaboratively with diverse stakeholders, including students, parents, educators, and community partners.
- Ability to handle multiple tasks and projects effectively within established timelines.
- Ability to treat confidential information with sensitivity and integrity.

Special Working Conditions and Demands

A *La Casa Resident Assistant* must:

- Be available to work evenings and weekends.
- Be available on call in case of emergencies.
- Be trained in First Aid, CPR, and other emergency procedures.
- Be able to commit to living at La Casa for one full academic year.
- Spend no more than 15 nights away from La Casa Student Housing each term.
- Be willing to accept special staffing duties as they arise. Special staffing duties could include organized La Casa events, recruiting events, and weekends before finals, etc.
- Attend the La Casa Resident Assistant Training Program, which will be held August 2013.
- Attend and participate in all required staff meetings.
- Accept responsibility for working weekends and evenings on a schedule which will be determined at the beginning of each academic term.
- Be available through the end of each academic term to assist in closing down a majority of the residences for the winter and summer breaks.
- Be able to communicate effectively with the custodial staff regarding building cleanliness/maintenance issues.
- Read and understand the Resident Assistant Manual.

Hours and Pay

La Casa Resident Assistants will live at La Casa at no cost and will receive an additional monthly stipend of \$500.

Due to the nature of the *La Casa Resident Assistant* position, time requirements will demand skill in time management to allow optimum academic and extracurricular participation. Hours may vary based on assignment; however, all assignments will include evening and weekend work. Should time away from La Casa Student Housing be desired – no more than 15 nights per academic term are permitted – the specific request should be coordinated with the Director of La Casa Student Housing in advance to ensure continuous support for the residents and fairness within the staff.

Application Process

Qualified candidates will be considered until all available Resident Assistant positions have been filled. To apply, e-mail a cover letter and resume to:

Ms. María Bucio
Director of La Casa Student Housing & Resource Center
MBucio@resurrectionproject.org

Position Classification

Contract

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.