



## Resident Advisors Needed

July 14-21, 2018

### **Alaska Business Week Overview:**

Alaska Business Week (ABW) is a week long summer program teaching Alaskan high school students the basics of business, leadership, and entrepreneurship. Participants live on a college campus and work as teams in a dynamic business simulation with the guidance of a mentor from the business community. The 2018 program will be run at Alaska Pacific University in Anchorage, Alaska from July 14-21. We expect 65-70 high school students to attend, students stay on campus for the duration of the program.

### **Position Overview:**

The Resident Advisor (RA) will be responsible for the daily supervision and safety of program participants working under the direction and in coordination of the Executive Director. ABW will employ 7 RAs for the 2018 program

### **Employment Dates:** (8 days)

Alaska Pacific University- July 14-21, 2018

### **Position Responsibilities:**

#### Supervision of Students

- Provide daily supervision of students during meals, free time, and structured activities.
- Enforce evening curfew and perform nightly room checks.
- Perform wake up calls daily and ensure students start their day on time.
- Help students with time management ensuring students leave ample travel time between activities.
- Follow up on all discipline issues in a timely manner with Program Director

#### Health & Safety

- Enforce hall security program and communicate emergency procedures, i.e. fire alarms, medical emergencies, etc.
- Enforce closed campus rules and boundaries.
- Maintain secure dorm rooms and building according to gender. Enforce no guests rule.
- Perform counts during activities ensuring all students are present.
- Perform search and secure of any missing students.
- Follow up on all major physical or mental health issues in a timely manner Program Director

#### Community

- Act as a mentor and role model for students.
- Assist with Sunday's student orientation and campus rules.
- Help students feel welcomed and secure on campus.
- Help plan and implement fun activities during daily and evening free times.
- Help organize the program's Wednesday Dance and Thursday Talent Show.
- Attend meetings coordinated by ABW Staff



#### Administrative

- Maintain a daily supervisory log
- Turn in nightly dorm/building attendance roster for assigned floor or hall.
- File internal incident reports as necessary.
- Staff evening hall desk and as assigned.
- On call 24 hours during week of programming

#### Additional

- Other responsibilities as assigned

**Reporting Relationship:** This position reports to the Executive Director

#### Qualifications

- Resident advisor experience at college or residential program (similar to ABW programs), or Peer mentor or counselor at a collegiate or high school age centered program.
- Ability to reside in a dorm for the dates of employment.
- Strong verbal, written and interpersonal communication skills
- Ability to work with high school age students on a college campus.
- Ability to work independently as well as collaboratively to achieve goals

***\*Employment contingent on annual background check***

#### Preferred

- Knowledge of and participation in an Alaska Business Week program.

#### **Work Schedule (will not work all hours but will be assigned hours during these time periods):**

July 14:	7:00am - 11:00am, 5:00pm – 12:00am
July 15:	12:00am – 1:00pm, 5:30pm – 7:30pm, 9:00pm – 12:00am
July 16:	12:00am - 8:00am, 4:00pm – 7:00pm, 9:00pm – 12:00am
July 17:	12:00am- 8:00am, 4:00pm – 7:00pm, 9:00pm - 12:00am
July 18:	12:00am - 8:00am, 4:00pm – 12:00am
July 19:	12:00am – 8:00am, 6:00pm - 7:00pm, 8:00pm – 12:00am
July 20:	12:00am – 8:00am, 4:00pm – 12:00am
July 21:	12:00am – 10:00am

**Benefits Include:** \$15 per hour with meals and housing included. We anticipate the RAs will put in approximately 70 hours over the course of the program within time periods outlined above. Overtime (time and one half) will be paid for any hours worked over 8 hours/day and 40 hours/week.

#### **To Apply:**

Please email resume and cover letter to:

Andy Rogers

Alaska Business Week Executive Director

andy@alaskabusinessweek.com