



Residential ACADEMIC Leader (RAL)

Program Faculty Support

- Assist Program Faculty by gathering class materials and dispersing to students
- Work closely with Program Faculty to outline and communicate classroom expectations
- Do pre-checks of classrooms, ensuring rooms are unlocked and organized
- Test classroom projector and computer in preparation for student and faculty arrival
- Assist faculty in their absence by leading class projects, discussions and workshops
- Document student progress and engagement levels to discuss with Program Faculty
- Serve as workshop moderator for **Beyond the Gates (BTG)** and **Junior Junction (JJ)** sessions
- Consult regularly with Program Faculty regarding a student of concern, academic or social issues

Student Support

- Support students emotionally and academically to ensure student growth and development
- Host and keep a schedule of weekly academic **"Review Hours"** to connect with your students
- Serve as a peer advisor and assist students experiencing difficulties with their academic environment
- Offer constructive feedback and commentary to spark intellect and curiosity of student group
- Assist in creating an open learning environment
- Be a role model who is organized, balanced, student-centered, reliable and accessible
- Be patient, caring, understanding, flexible and adaptive to students needs and concerns
- Project a positive image and maintain high professional standards
- Solve problems through good judgment aligned with pedagogical best practices
- Be knowledgeable and aware of on-campus resources and serve as an advocate
- Ensure students feel heard, appreciated and willing to engage during class and workshops

Collaboration

- Serve on small group committees to plan and implement programs, special events, and affinity clubs
- Attend at least two programs planned by an Program Leaders
- Work closely with campus partners such as Well-Woman, Community Safety, Healthcare Services, CARDS, Events Management, Beyond Barnard, Student Life and Residential Life
- Work closely with direct supervisor and the Pre-College Programs to coordinate special events such as Welcome Day, Check-in and Check-out, Orientation, and Closing Ceremony

Communication

- Check-in with supervisor and the Pre-College office staff frequently
- Notify Program Faculty and Supervisor of concerning or disruptive student behavior and/or attendance concerns as soon as possible
- Initiate follow-up discussions with students about class instruction, understanding and learning outcome
- Assist in developing students' communicative, study and time management skills
- Help students build confidence, develop problem-solving skills and critical thinking abilities

Residential

- **Work with Pre-College Team on planning, managing and overseeing all aspects of Move-in and Orientation**
- **Serve on an on-duty schedule to manage “morning calls”**
- Conduct detailed building and unit arrival checks prior to check-in and vacate inspections
- Work assigned stations and carry-out various duties during Check-in Day and Orientation
- Assist on-duty staff with curfew checks and ensuring that students are accounted for
- Assist on-duty staff in identifying college, residential and community policy violations and addressing them
- Assist on-duty staff with reviewing Check-In and Out log of students and doing outreach
- **Chaperone and lead students to off-campus BTG + JJ excursions**
- Remain flexible and available as the presence of all staff members may be needed on campus in cases of emergencies such as power outages, storms or time deemed important for safety reasons

Administrative

- Complete classroom/workshop + activity attendance/assessment forms within 24 hours
- Complete curfew log within by stated deadline
- Assist Senior Program Assistant and supervisor with answering student general questions
- Monitor surveys or sign-up responses from students interested in workshops or lectures
- Adhere to deadlines set by Supervisor and professional staff of Pre-College Programs

Other duties as assigned

Terms of Employment

Appointment: Sunday, June 19, 2022 through Sunday, August 14, 2022

Selected staff members will be employed until July 28, 2022

Compensation: **Review in Barnard Works**

- On-campus housing (during duration of appointment)
- On-campus dining plan (during duration of appointment)

Work Hours: This is a part-time position not to exceed 20 hours per week, work hours will be discussed with supervisor.

Mandatory Meetings:

- Training: Monday, June 20 – Friday, June 24, 2022
- Student Move-in/Orientation: June 30 and July 1 and *July 24 and 25, 2022
 - * For staff selected to work during summer session II programs

Weekends: Staff will be required to work certain weekends throughout their appointment, weekend hours will be discussed with the immediate supervisor

RALs are expected to be present and active for check-in/check-out and orientation

Qualification

- Current Barnard College student in good academic standing
- Current Sophomore or Upperclassman
- Current or prior experience as a mentor, teaching assist or advisor
- Leadership experience working within a student facing departments such as Student Life, Residential Life, Beyond Barnard or Admissions