



CHAUTAUQUA INSTITUTION

Information Resident Assistant Applicants

This information is to be used if you wish to apply for employment as a student RA at Chautauqua. Please fill out the necessary forms and return them (via email) with a cover letter and current resume. We have ten total student RA positions.

Resident Assistants at Chautauqua help residents get settled; enforce rules appropriate to Chautauqua and the student's age group. They are the student's first resource when a problem or need arises. The RA's acquaint first-time students with the spirit and purpose of Chautauqua, and with its facilities and programs. They help students become involved with Chautauqua – a cultural, educational, religious and recreational center that has been serving people of all ages since 1874.

A team of RA's in each dormitory usually consists of either a head RA (non-student) and several student RA's, or two head RA's (non-student) and two student RA's. Residents are young men and women usually in one of the following age groups: 11-17 or 18-28.

This is NOT an hourly position. RA's are required to approach this position as a college Resident Assistant would.

The dorm staff should arrive on Wednesday, June 19 by 3:00 p.m. First required meeting will be held at 5 p.m. on June 19, dinner is provided. There will be training, tours, in-service and getting the dorms ready. Student RA's are free to leave when their programs are finished.

All student counselors are required to work at registration on June 22.

SUPERVISION SCHEDULES

Direct supervision of residence halls occurs during the following hours:

Where students are under 18 (times vary by program):

8 pm - 7 am Daily

Curfew checks:

10 pm. and 11 pm Sunday thru Friday

11 pm and 12 am on Saturday.

Where students are 18 or over:

9 pm - 7 am Daily

Student RA's are responsible for keeping their floor and surrounding area quiet after 11 pm when on duty.

RA's also help to cover a central office telephone on weekends on a rotating schedule. Counselors in Lincoln Dorm, Bellinger North, Bellinger West and Bellinger East cover the central office phone on a nightly basis on a rotating schedule.

COMPENSATION

Student RA's - students enrolled in the fine and performing arts programs are eligible for this position and will be on duty one night a week as well as one nine-hour office shift (to be served on the weekend in the central office) and phone duty from 6:30 – 9 pm one night each week. **Remuneration is room plus gate pass for the period of service.** Meal costs are not covered.

NOTE: Lincoln Dorm Student RA's DO NOT HAVE PHONE DUTY from 6:30 – 9 pm. Instead, they will be on duty two nights each week.

Lincoln Student RA's DO HAVE nine hours of weekend phone duty (8 am – 5 pm) one time during the season (subject to needs of head counselor).