

New Mexico School for the Art-Art Institute is seeking a Residential Assistant with organizational skills, high energy, and someone who is student focused for their Residential dormitory.

Required:

- Committed to help provide high school students with a safe and comfortable living environment
- Responsible in assisting each student emotionally, socially, and academically
- Able to build positive relationships with all students
- Help all students with building positive relationships with each other
- Ability to work with people of all backgrounds and ages
- Support academic and artistic missions of each individual student
- Supports teamwork and collaboration
- Ability to adapt and willingness to change within the residential environment
- Assist residential director in taking all students to dining hall for dinner
- Assist residential director with study hall each night
- Help assist and organize student activities
- Responsible for being on site from 6:00 PM to 10:30 PM
- Operates in a fiscally responsible manner
- Background check
- Must have a valid driver's license
- Behaves ethically and with personal integrity
- Professional appearance

Preferred:

- CPR certification
- First Aide training

Administrative Tasks:

- Able to keep log sheets of check-in and check-out of students
- Documenting policy violations and reporting them to residential director