Job Description

Title: Residential Assistant - On-Site (RA)

Reports to: Residential Director
Status: Full-Time, Non-Exempt
Start Date: November 30, 2026
Hours: 40 per week, split schedule between mornings and evenings, may include weekends.

Knowledge, Skills, and Abilities

Required:

- Live on-site at the dormitory (apartment is provided free of charge).
- Able to pass a pre-employment drug screening.
- Able to pass a pre-employment Department of Transportation physical exam in order to be certified to drive the student activity vehicle (SUV).

Certifications and Administrative Duties

- Has CPR Certification (including First Aid and AED certification) or is willing to acquire upon hiring.
- Has a NM Public Education Department Pre K-12 School Health Assistant License (includes the Question, Persuade, and Refer suicide prevention training) or is willing to acquire upon hiring.
- Has a food handler certification or is willing to acquire upon hiring.
- Student Passenger Vehicle (driving students): Can pass a DOT Physical Exam (includes passing random drug tests), a self defence course, and provide a driving record prior to hiring.
- Practice attention to detail and notation around student schedules and responsibilities (ex. performances, medications, off campus permissions, etc).
- Documenting policy violations and reporting them to the Residential Director.
- Reporting maintenance issues in the building to the Residential Director and Facilities Manager.
- Respond to and document emergency and crisis situations.

Student- Facing Duties:

- Provide high school students with a safe and comfortable living environment.
- Responsible for assisting each student emotionally, socially, academically, and artistically.
- Able to build positive relationships with all students.
- Able to help all students with building positive relationships with each other.
- Support social emotional development around problem solving, resilience, growth mindset, etc.
- Work with students to host two annual fundraising events.

Systems and Procedures:

- Enforce all policies, programs, and rules of the residential program.
- Supervise study hall on assigned day.

- Supervise serving dinner and dinner chores on the assigned day.
- Supervise programming/ student activities on the assigned day.
- Supervise chore night and room inspections thoroughly.
- Ensure students are in their rooms at curfew.
- Keep inventory of and distribute back stock of dorm items (crafts, cleaning supplies, food, etc) and order restock via the requisition process.

Work Ethic:

- Ability to effectively communicate (regularly check and use email).
- Ability to adapt and willingness to change within the residential environment.
- Ability to demonstrate initiative, problem solve, multitasking, etc.
- Report to work on time and manage schedule changes on special occasions.
- Facilitate the maintenance and cleanliness of the building.
- Maintain professionalism in all student and staff interactions.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts will be housed in the Business Office and are updated periodically. Copies are available on request.

Updated 11/18/2026