

New Mexico School for the Arts

Title: Residential Assistant (RA)

Reports to: Residential Director

Status: Full Time

Effective Date: June 1, 2021

The Residential Assistant lives on-site at the New Mexico School for the Arts dormitory.

Job Description

Knowledge, Skills, and Abilities 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
- Support academic and artistic missions of each individual student
- Ability to adapt and willingness to change within the residential environment
- Help get students out of the residential building in the morning in time for school
- Able to enforce all policies, programs, and rules of the residential program, without exception
- Assist residential director with study hall each night
- Assist residential director with start of day and dinner
- Help assist and organize student activities
- Help enforce cleaning duties and scheduling
- Report to work on time
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Administrative Duties

- Able to keep log sheets of check-in and check-out of students
- Documenting policy violations and reporting them to residential director
- Reporting maintenance issues in the building to the residential director and/or care taker of the building
- Able to conduct thorough room checks
- Respond to and document emergency and crisis situations