



New Mexico's Public High School for the Arts

Title: Residential Assistant (RA) - Part-Time

Reports to: Residential Director

Status: Part-Time, Non-Exempt

Start Date: August 4, 2024

Hours: 20 per week, split schedule between mornings and evenings, may include weekends.

The Part-Time Residential Assistant DOES NOT live on-site at the dormitory.

Job Description

Knowledge, Skills, and Abilities Required

Student facing:

- 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
- Support social emotional development around problem solving, resilience, growth mindset, etc.

Work ethic and skills:

- Ability to effectively communicate
- Ability to multitask and work in a dynamic environment
- Ability to adapt and willingness to change within the residential environment
- Report to work on time
- Has CPR certification and/or is willing to acquire upon hiring
- Facilitate the maintenance and cleanliness of the building

Systems and procedures:

- Help ensure students are in their rooms at curfew
- 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 dinner and activities each night
- Help assist and organize student activities
- Help enforce cleaning duties
- Keep inventory of and distribute back stock of food items

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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 caretaker of the building
- Able to conduct thorough room checks
- Respond to and document emergency and crisis situations
- Help facilitate the scheduling and organization of student responsibilities ex. Chores, off campus permissions, medications, etc.

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