

The Mississippi Governor's School RESIDENCE HALL ASSISTANTS (RA)

EMPLOYMENT DATES: 8:00 a.m., Friday, June 5, 2009, until we "close out" on Friday, June 26, 2009. The staff workshop will be held on Friday, June 5 from 9:00 a.m. to 5:00 p.m. A faculty/staff dinner will be Friday from 6-8 p.m. The faculty/staff lunch meeting will be held Saturday, June 6 from 11:30 a.m. to 1:00 p.m. You may move into the residence hall Thursday, June 4, 2009 if preferred.

REMUNERATION: \$750.00 (Paid by June 26, 2009 and subject to applicable deductions).

CONDITIONS OF EMPLOYMENT:

- (1) RA's may not have any other commitments during the employment period.
- (2) RA's are on duty 24 hours/day - Duties may be assigned by the Program Director, the Assistant Director, and/or the Head Resident(s). Typically, RA's have recreation and supervision responsibilities from 3:15 p.m.-10:00 p.m., morning duties and meetings from 8:00-10:00 a.m., and some free time between 10:00 a.m. and 3:00 p.m. Weekend duty schedules may vary slightly.
- (3) RA's must complete program training/teambuilding (scheduled for June 5, 2009).
- (4) Alcoholic beverages and drugs will not be allowed.
- (5) Personal visitors are not allowed.
- (6) Duties will include supervision of a residence hall wing (approximately 10 scholars); leading wing meetings; planning and assisting with recreational activities; distribution of mail; distribution of materials to classrooms, etc.; driving van and/or chaperoning field trips, etc.; and other duties as assigned by appropriate authority listed in Item #2.
- (7) Under no circumstance are RA's allowed to leave the residence halls after scholars have reported for the evening. In emergency situations, prior permission must be secured by appropriate authority listed in Item #2.
- (8) If scheduling permits, RA's may be allowed one "off day" per week but are still responsible for attending any scheduled meetings and any scheduled evening activity. An off day is not guaranteed.
- (9) Violation of any condition of employment may result in immediate dismissal. (Pay will be pro-rated on the basis of days worked.)

Please remember that as an MGS Residence Hall Advisor, your primary responsibility is ensuring the safety and well-being of the MGS scholars. All RA's will be required to participate in all evening activities and will be required to supervise all activities outside of classes including meals, structured free time, speakers, recreation, etc...