Barnard’s Pre-College Programs are selective programs for bright, highly motivated high school sophomores and juniors who are intellectually prepared for college level work. In our Summer in the City program, students can choose two courses from a variety of topics including STEM while our Liberal Arts Intensive participants focus on a single subject. Young Women’s Leadership Institute (YWLI) students develop leadership skills and examine the relationship between gender and society, while in our Dance in the City program, students learn about dance from acclaimed Barnard faculty and hone their technique at the Alvin Ailey Dance Extension School. In Entrepreneurs in Training, a startup boot camp for young women, 30 young women will build their own business in 10 days. Living on campus is a crucial component of all Pre-College Programs, but is not mandated for the 4-week or 1-week students.

Summer 2016 Program Dates:

- **Summer in the City** (four-weeks): **Sunday, June 26th – Saturday, July 23rd**
- **Liberal Arts Intensive** (one-week): **Sunday, July 10th – Saturday, July 16th**
- **Young Women’s Leadership Institute** (9 days): **Sunday, June 26th – Tuesday, July 5th**
- **Dance in the City** (10 days): **Sunday, July 10th – Wednesday, July 20th**
- **Entrepreneurs-in-Training** (10 days): **Sunday, June 26th – Wednesday, July 6th**

Resident Assistant Position Description:

The Resident Assistant (RA) serves as a community builder, student leader, role model, programmer, and peer helper. They are responsible for maintaining an emotionally and physically safe and secure environment for all students. It is essential that Resident Assistant role models respect and accept students from diverse backgrounds, opinions, and beliefs. In addition, the RA is responsible for creating and fostering a residential community that is welcoming, inclusive, and conducive to all aspects of student life.

Roles & Responsibilities:

- Attend all training and program planning sessions, including day and evening sessions. All Student Staff training sessions are **mandatory** and are scheduled throughout the week of **Sunday, June 19th – Saturday, June 25th**.
- Share weekday, night, and weekend On-Call responsibilities on a rotating basis with other Resident Assistants
- Assist with all openings and closings of the residence hall for the entire day and evening on Sunday, June 26th; Tuesday, July 5th through Thursday, July 7th; Sunday, July 10th; Friday, July 15th and Saturday, July 16th; and Thursday, July 21st through Saturday, July 23rd
- **All Resident Assistants must work on Monday, July 4th (Independence Day)**
- Complete administrative responsibilities and evaluations throughout the program
- Attend staff meetings twice a week and weekly one-on-one meetings with their supervisor
- All other duties as assigned

Community Builder & Excursion Leader:

- Work in conjunction with the Program Coordinators (PCs) to attend, supervise, and facilitate programs and excursions from **June 26th – July 23rd**. Resident Assistants will sign-up for a pre-determined number of programs and excursions prior to the start of the program. Resident Assistants who choose to associate with a specialized program will make that program a priority for excursions and field trips for the duration of
that program and will not sign up for a full quota of other programs for the duration of the specialized program. Events occur **each weekday** beginning at 4:30PM and throughout the day and evenings on **Saturdays and Sundays**

- Work in conjunction with the PCs to supervise the *Beyond the Gates* sessions which occur every **Wednesday between 9AM-5PM** throughout the 4-week program
- Assist with program preparations for Opening Day, Closing Ceremonies, and our July 4th Celebration and attend all aspects of these events
- Plan and implement programs and activities that develop the community and enhance the learning and social environment of the Pre-College Program
- Work in collaboration with the entire Pre-College Programs staff to promote community and academic success

**Upholding College Policies:**

- Learn, understand, uphold, and facilitate compliance with the guidelines and regulations of the program, the residence halls, and the College
- Confront and report any situation in which a student fails to adhere to the rules and regulations of the program as directed to the Associate Director for Pre-College Programs
- Confront and report any situation in which a student demonstrates or exhibits personal or emotional distress as directed by the Pre-College Programs or Barnard College staff
- Serve as a role model to students **at all times** during the course of the program, even while off campus

**Program Liaisons:**

*Resident Assistants may have the opportunity to serve as a “Program Liaison” to one of the six Pre-College Programs. Liaison selections will be made by the Director and Associate Director for Pre-College Programs based upon the candidate’s academic, career, and/or personal interests in a field or area of study and her expressed preference.*

**Young Women’s Leadership Institute:** RAs affiliated with the Young Women’s Leadership Institute (YWLI) must be available between 9AM-5PM throughout the program (**June 26-July 5**). During the day, these interns will attend YWLI classes and workshops in an effort to support our students and instructors in their work. In the evening, YWLI RAs will serve as an advisor and assist students with their group projects.

**Dance in the City:** RAs affiliated with the *Dance in the City* program must be available between 9AM-5PM throughout the week of **July 10th – July 20th**. During the day, these interns will escort the Pre-College students to and from the Alvin Ailey Dance Extension School and may participate in all dance classes. In the evening, Dance RAs will attend performances, sign out studio space, and meet with Dance faculty on occasion.

**Architecture:** RAs affiliated with the Architecture program (which is within the *Summer in the City program*) will attend and escort Pre-College students on scheduled walking tours of New York City. During the day, these interns may need to attend **some classes and studio hours**, as per their availability. Additionally, Architecture Liaisons **may need** to provide students with access to the Architecture studio on weekends and when classes are not in session.

**Entrepreneurs-in-Training:** RAs affiliated with *Entrepreneurs-in-Training* program will attend and escort the Pre-College students on three (3) site visits during the week of **June 26 – July 6**. These interns are also encouraged to attend daily workshops between 9AM-5PM and are expected to assist with final presentations and attend the closing rehearsal and event on July 5th and 6th.
Conditions & Expectations:

- Your Resident Assistant position with Pre-College Programs must be considered your first and most important priority of the summer. While the program is in session, you may work or volunteer a maximum of 2 days per week between 9AM – 5PM, or take one (1) class (excluding Wednesdays), provided these commitments do not interfere with position responsibilities (including all of training week, July 4th, all Opening and Closing days). Your weekday availability may vary from week to week based on duty scheduling.
- Applicants must be current students at Barnard College (seniors may apply).
- Resident Assistants must be in residence from Sunday, June 18th (evening) through Friday, July 29th.
- Resident Assistants must be available from Sunday, June 19th – Saturday, June 25th, 9AM-5PM, for staff training.
- The Associate Director must approve all outside commitments, paid or voluntary, from June 18th - July 29th.
- You are expected to abide by all Residential Life & Housing policies throughout your employment.
- You must maintain confidentiality regarding all student issues throughout the duration of the program.

Benefits:

- Free air-conditioned single room for the duration of the Pre-College Programs: Saturday, June 18th – Friday, July 29th, 2016.
- Students in Barnard housing during the spring 2016 semester may request interim housing before the start of PCP training (Friday, May 13th - Friday, June 17th) and after the conclusion of the program (Saturday, July 30th - Friday, August 12th) at no charge. Housing will be in non-air-conditioned double rooms. Students will be required to move multiple times and cannot use their interim assignment as a storage facility.
- Students not living in Barnard housing for the spring 2016 may also request interim housing, before the start of PCP training and after the conclusion of the program (Saturday, July 30th - Friday, August 12th) at no charge. However, these students will be NOT provided interim housing until Sunday, May 22nd. Housing will be in non-air-conditioned double rooms. Students will be required to move multiple times and cannot use their interim assignment as a storage facility.
- Weekday meals and weekend brunches and dinner on campus provided during the duration of the program;
- One unlimited monthly MetroCard ($116.50) for use during the Pre-College Programs
- Optional gym membership at Columbia’s Dodge Fitness Center
- Four fully-funded excursions/activities with PCP students that can include Broadway shows, restaurants, etc.
- $1,200.00 stipend for new Resident Assistants ($1,300 for returning Resident Assistants).

Term of Employment:

The position of Resident Assistant with Barnard's Pre-College Program is an at-will position, which means that either the College or the Intern may discontinue employment at any time and for any reason, prior to the conclusion of the Program. Termination of employment includes loss of sponsored housing with the Program. In the event of termination, the Resident Assistant will receive a pro-rated share of the agreed stipend amount offered in exchange for the Intern's services.

Barnard College Non-Discrimination Statement:

*Barnard College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sex, sexual orientation, age or disability in the administration of any of its educational programs or employment.*