GENERAL DUTIES

- Attend all training and program planning sessions, including all-day and evening sessions.
- All training sessions are mandatory and are scheduled throughout the week of Monday, June 25th 2018 — Friday, June 29th 2018.
- Assist with Opening and Closing of the residence hall for the entire day and evening on Monday, July 2nd 2018, Thursday, August 2nd and Friday August 3rd, 2018.
- Submit duty logs and incident reports via Advocate.
- Communicate daily with the ASEP Leadership Team administration regarding student nightly activities.
- Complete program evaluations post the conclusion of the ASEP program.
- Attend weekly staff meetings.
- Other duties as assigned.

COMMUNITY BUILDER & EXCURSION LEADER

- Collaborate to plan and facilitate evening and weekend workshops, excursions and events.
- Assist with program preparations for Orientation and Closing Banquet.
- Develop and implement weekly programs and activities that cultivate community and enhance the learning and social environment of the ASEP Scholars’ Summer Academic Component.
- Lead community building events for all students, especially Barnard Opportunity Program students.
- Work in partnership with the ASEP Leadership Team to promote community and academic success.

DUTY RESPONSIBILITIES

- Participate in on call duty rotation for the duration of the ASEP program.
- Inform ASEP students of Barnard Residential and College policies.
- Enforce and report any violation of Barnard Residential and College policy.
- Maintain confidentiality regarding student and staff information.

ELIGIBILITY

- Candidates must in good academic and disciplinary standing with the College at time of application and at time of employment start date.
- Conflicting extracurricular activities, summer coursework and possible internships taking place from Monday, June 25 2018 — Friday, August 3rd, 2018 must be communicated to the ASEP Office and approved by the ASEP Leadership Team.
- Must be available to live on Barnard’s campus from Sunday, June 25th 2017 — Friday, August 4th 2017.

BENEFITS

- Meal plan when Barnard dining hall is open.
- Stipend: $1600.

TERMS OF EMPLOYMENT

The position of Resident Assistant with Barnard's ASEP 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 Intern 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.