

**Middlebury-Monterey Language Academy  
Resident Assistant**

Middlebury-Monterey Language Academy, 72 S. Main St., #350  
White River Junction, VT 05001  
Fax: 802-296-2589

**Resident Assistant Job Description**

Resident assistants (RAs) are employees of Middlebury College and are an essential part of a community creating four-week summer language immersion camp experiences for middle and high school students (June 28-July 26, 2008). Located on college campuses at three U.S. locations, Middlebury-Monterey Language Academy (MMLA) offers students the fun of summer camp and the opportunity to study with skilled faculty and staff, so that student campers are immersed in the Arabic, Mandarin Chinese, French, or Spanish language. All daily events and activities of the camp (meals, sports, drama, games, music, field trips, arts and crafts, etc.) are conducted in the target language.

Along with other MMLA faculty and staff, RAs adopt the Middlebury Language Pledge<sup>®</sup>, modified as needed for the camper age group and language level, so that a full-immersion language environment is created.

RAs are responsible for the physical and emotional safety of student campers, for student life in the dormitories, and for the support of a fun, dynamic, and engaging activities program. RAs also participate in and lead some activities, along with faculty and other staff. RAs organize and supervise residential life, and serve as counselors and support for students in the dormitory.

RAs work to ensure that MMLA guidelines are followed. RA commitments also include attendance at regular team meetings. RAs will have scheduled time off each day and week.

**Terms of Employment:**

- Competitive salary for four days of program orientation and four weeks of camp
- Employees pay their travel to and from program locations (Hampshire College, Amherst, Mass.; Menlo College, Atherton, Calif.; St. Michael's College, Colchester, Vt.)
- Room and board are provided

Qualifications:

- A high degree of spoken proficiency in Arabic, Chinese, French, or Spanish
- Experience as a camp counselor or college RA
- Experience supervising middle and/or high school students
- Flexibility and ability to work as part of a team
- Ability to create and organize group events and daily recreational activities
- Ability to enforce rules
- Leadership skills
- Ability to work effectively in groups
- Mature, responsible, energetic
- College GPA of 3.2 or better

Benefits of working with the Middlebury-Monterey Language Academy:

- Improve your language skills
- Make a real difference for students wanting to master a second language
- Work as part of a team with international colleagues
- Gain useful, practical experience prior to graduate school

## Resident Assistant Job Responsibilities

All staff members are expected to adhere to the standards of the *MMLA Faculty and Staff Handbook*; to contribute positively to the camp's language-immersion community; to ensure students' physical and emotional safety; to uphold and enforce the principles and rules governing camp behavior; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

Resident assistants (RAs) are responsible for the supervision, safety, and well-being of student campers. RAs help create a community where student campers can succeed socially and in improving language skills. RAs inform student campers of MMLA rules and expectations and works to ensure that these guidelines are followed. When student campers are not directly in their care, RA commitments include attendance at language group meetings, preparing camp activities and events, and assisting in any residential program needs that arise. Working with their language faculty and teaching assistants, RAs also conduct daily and weekend activities and events for student campers.

### Supervision

RAs are supervised by their language director and the site director.

### Work Schedule

RA working hours are concentrated from the evening through mid-morning, with additional job expectations during the day as well. Personal time will vary daily. RAs work weekends and have scheduled time off each day and week to be scheduled by the language director.

Additional job responsibilities of the RA include but are not limited to:

#### Before Arriving at the Site:

1. Familiarize yourself with the MMLA program, curriculum, and any other materials.
2. Carefully read the *MMLA Faculty/Staff Handbook*.
3. Check in with the MMLA administrative staff or site director if questions arise.

#### Before the Student Campers Arrive:

4. Arrive at the site on the date specified in your employment agreement in order to attend a training/orientation program prior to the arrival of student campers.

5. Prepare for the arrival of student campers: inspect student camper rooms, design and prepare bulletin boards, and prepare name tags for student campers' doors.
6. Work closely with the faculty and TAs of your language group to communicate expectations and to discuss supervision processes such as handoffs and meal-time supervision.

Opening Day through Closing Day:

7. Greet and assist parents and student campers on the opening day of the session and help with the camper airport shuttle as needed.
8. Supervise student campers at all times when they are not under the supervision of faculty/teaching assistants.
9. Act as a positive role model in both attitude and behavior, including the Language Pledge<sup>®</sup>.
10. Eat three meals daily with your language group.
11. Maintain order in the residence hall.
12. Be on 24-hour call in case an emergency arises.
13. See that student campers keep to the schedule of activities, meals, lights-out, etc.
14. Attend residential staff meetings and any other meetings called by the site director or language director.
15. Under the supervision of the language director, help implement the program of daily activities.
16. Assist with the preparation of progress reports to parents.
17. Escort students to religious services as requested.
18. Consult regularly with your language group faculty and teaching assistants about the academic, social, and emotional welfare of your student campers.
19. Provide student campers with a supportive environment. Direct them to appropriate help (site director, language director, faculty, health staff) as needed.
20. Advise administrators of any disciplinary, medical, emotional, or academic problems a student camper may be having as soon as you are aware of the problem.
21. Assist in ensuring the health and safety of all student campers by following site medical protocols covered in orientation and written materials. As requested by supervisors, assist not only with health office logistics such as escorting student campers to/from the office or filing paperwork, but also with urgent medical situations, which may require accompanying student campers to the ER or to off-campus clinics.
22. Handle disciplinary issues according to guidelines established by the site administration.

23. Complete a *Concern/Incident/Medical Report Form* to document a camper's illness, injury, misconduct, social and emotional issues. See the *MMLA Faculty/Staff Handbook* for detailed instructions and an example of the form.
24. Fulfill the responsibilities to the host college relating to the departure of student campers: ensure that rooms and halls are clean; all camper keys, meal cards and library books are returned; telephones are returned to their original location(s) and condition(s); and any furniture moved during the session is returned to its original location.
26. Assist with the camper airport shuttle as requested.

After Student Campers Depart:

27. Assist with the packing of supplies.
28. Ensure that any equipment borrowed or rented during the session is returned in good repair.
29. Be sure that the language director or site director for your site has an address and telephone number where you can be reached during the upcoming academic year.