

**Position:** Resident Assistant (Student)

**Location:** Hotel Style Housing

**Supervisor:** Residence Director

**Pay Rate:** To be determined

**Schedule:** Shifts (Rotating)

**Academic Year:** 2025-26

Interested candidates should email Matthew Kenna at mkenna@mainecc.edu for a link to the position application.

**SUMMARY:**

The Resident Assistant (RA) serves as a live-in student leader and resource person in the college’s hotel-style residence facility. RAs are responsible for fostering a safe, inclusive, and engaging living environment by supporting residents, building community, and enforcing college policies. RAs serve as a bridge between residents and college administration, while also supporting hotel operations to ensure student comfort and safety.

**RESPONSIBILITIES:**

**Community Building & Student Engagement:**

* Build positive relationships with residents and promote a welcoming community.
* Plan and implement monthly educational, social, and wellness-focused programs.
* Encourage student involvement in campus activities and organizations.

**Safety & Crisis Response:**

* Conduct regular rounds and room checks to ensure resident safety and facility standards.
* Available/on-call during designated hours, including evenings and weekends.
* Respond to emergencies, document incidents, and communicate with the Residence Director.
* Enforce college and lodging policies, including guest policies and quiet hours.

**Administrative & Operational Duties:**

* Assist in the check-in/check-out process of residents and hotel-style room inventory.
* Submit timely incident reports, maintenance requests, and programming documentation.
* Attend weekly staff meetings, trainings, and one-on-one meetings with supervisors.
* Support hotel operations by liaising with front desk and housekeeping teams when needed.

**Role Modeling & Leadership:**

* Serve as a positive role model in behavior, academics, and community involvement.
* Maintain confidentiality and uphold professional boundaries with peers.
* Encourage and support conflict resolution between residents.

**QUALIFICATIONS:**

* Full-time second-year student in good academic and college standing.
* Previous leadership or residential experience preferred.
* Strong interpersonal, communication, and conflict resolution skills.
* Ability to manage time effectively and balance responsibilities.
* Comfortable living and working in a hotel-style residential environment.

**COMPENSATION:**

* May include a stipend, partial or full housing credit.