



## **GOVERNOR'S SCHOLARS PROGRAM RESIDENT ADVISOR & OFFICE STAFF JOB DESCRIPTIONS**

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The Governor's Scholars Program provides extensive intellectual and social experiences, an array of noted presenters and performers, as well as a full range of residential and co-curricular activities. Each Resident Advisor (R.A.) will be responsible for supervising the residential life of approximately 20 students and should be able to relate activities to the academic and creative life of the community.

The following are specific duties and responsibilities of Resident Advisors, though the job may expand beyond these requirements:

1. Be responsive to GSP and campus regulations and policies, as well as any other responsibilities designated by the Academic Dean of the Governor's Scholars Program and the respective Campus Director.
2. Initiate contacts, stimulate conversation and intellectual excitement among students, assist in the supervision of field trips, be involved with the instructional process on an "as needed" basis, and balance the dual roles of supervisor and mentor
3. Support and emphasize the responsibilities of residence hall living with students and provide advice concerning personal and social adjustments to residential life.
4. Be a resource and referral agent in regard to health services as well as opportunities offered on campus and in the community.
5. Attend all staff meetings, including the spring planning session and the planning week prior to the official start of the Program.
6. Report any general problems or concerns related to residential life.
7. Lead, with faculty support, a Kentucky Governor's Scholars Leadership Seminar class which focuses on discussions of teen related issues and concerns.
8. Each R.A. will be on duty during the weekends, but will be off for one twenty-four hour period during each of the five weeks the students are in residence.

The role of the Office Staff is to provide administrative support to the GSP community and act as liaisons between the host university and the Program. The following are specific duties and responsibilities of the Office Staff, but may be expanded and vary according to each campus.

1. Assist in setting up and dismantling the GSP administrative offices on the assigned campus.
2. Assist in making transportation and food arrangements for field trips, community outings, and all campus activities.
3. Assist in developing and implementing scholar events.
4. Provide clerical and bookkeeping support and logging of office activities and documents.
5. Create and distribute campus newsletters and informative fliers.
6. Maintain campus website.
7. Assist faculty members and R.A.'s in acquiring materials needed for classes, scholar events, and activities.
8. Act as a professional and informative resource regarding contacts to the Program.
9. Each office staff member is on duty during designated office hours Monday through Friday for seven weeks. In addition, office staff are often involved with evening and/or weekend activities (some are required and some are voluntary).