

SKIDMORE SUMMER PRE-COLLEGE RESIDENT/ACADEMIC ASSISTANT

Job Description

The Skidmore Summer Pre-College Program offers academically advanced high school students from across the U.S. the opportunity to enroll in undergraduate courses for credit, primarily as residential students. The Pre-College Resident/Academic Assistant (RA) supports the Resident Director (RD) and Assistant Resident Director (Assistant RD) in providing a safe, structured, and engaging residential experience for a program serving predominantly minors. RAs serve as primary role models and student mentors, supporting academic adjustment, community living, and personal wellbeing while ensuring consistent implementation of program policies and procedures.

Working closely with the Assistant RD and RD, RAs contribute to student supervision, community development, academic mentoring, and program operations. This rewarding residential leadership role requires strong judgment, professionalism, collaboration, and availability for nights, weekends, and on-call coverage. Key responsibilities include:

Student Experience & Community Development

- Live in the residence hall for the full program duration (June 22–August 2).
- Maintain a visible, accessible presence for students.
- Lead weekly suite meetings focused on academics, wellbeing, and college readiness.
- Plan and facilitate residential programming and co-curricular activities.
- Chaperone on- and off-campus events and serve as an academic mentor and role model.

Supervision, Safety & Conduct

- Implement and reinforce College and program policies, including Protection of Minors protocols.
- Conduct nightly rounds and complete required documentation.
- Serve as first-line response for student concerns, triaging and escalating to the Assistant RD and RD as appropriate.
- Assist with conflict mediation and report safety or conduct concerns promptly.
- Participate in the on-call rotation and support emergency response, including accompanying students for off-site care via Campus Safety when directed.

Staff Collaboration & Operations

- Complete mandatory staff training (June 22–26); requires full participation and availability, including mornings, afternoons, and evenings.
- Attend weekly staff meetings and individual check-ins.
- Support Arrival Day (June 29) and Departure Day (August 1).
- Complete administrative responsibilities including room inspections, activity logs, incident reports, and evaluations.
- Collaborate with the Assistant RD and RD on programming and daily operations.
- Perform other duties as assigned.

Reporting Structure

Reports to the Resident Director with day-to-day supervision from the Assistant Resident Director.

Appointment & Compensation

Temporary, full-time residential appointment requiring residence in the Pre-College hall and availability for nights, weekends, and on-call coverage.

Compensation: \$20/hour, estimated 200 hours (~\$4,000), plus single-occupancy housing and a full dining hall meal plan for the duration of the contract (estimated value: \$3,162).

Minimum Qualifications

- Must be a current Skidmore student in good academic and disciplinary standing.
- Demonstrated interest in working with college-bound high school students in a residential setting.
- Previous or transferable leadership experience (e.g., RA, camp counselor, tutoring, peer leadership, mediation/IGR, or campus leadership).
- Strong communication, organization, collaboration, and interpersonal skills.
- Ability to exercise sound judgment, maintain confidentiality, and work effectively with a diverse student population.
- Ability to manage variable schedules, on-call responsibilities, and a fast-paced residential environment.

Cover letter and strong references, including at least two Skidmore faculty/staff references, are required.

Preferred Qualifications

- Prior residential life, camp, or pre-college experience.
- Academic mentoring experience.
- Interest in residential life, education, or student affairs leadership.

Conditions of Employment

- Position must be the staff member's primary commitment; outside commitments are limited to 10 hours per week or one Skidmore Session II course with prior approval.
- Days off are not permitted during staff training, Arrival Day, Departure Day, or the first week of the program (including July Fourth).
- In accordance with Protection of Minors guidelines, residential staff must sleep in the Pre-College residence hall each night and may not host visitors or guests in the residence hall during employment.