The 2015 SAS EOF Summer Institute is a five-week residential program. This year’s institute will take place from Saturday, June 27, 2015 through Friday, July 31, 2015. The Summer Institute is designed to help students make the academic and social transition from high school to college. Students will live on-campus, earn degree credits (or move on to the next level of developmental courses), strengthen their academic skills, and become prepared for life as a successful college student. All incoming first-year students who are admitted to the School of Arts and Sciences, School of Business, and Mason Gross School of the Arts EOF Program will attend the Summer Institute, or participate in an online Summer Institute Community (to be determined based on placement scores, EOF staff, and areas of study). The aim of the Summer Institute is to ensure that students are better prepared to meet the rigorous academic demands of Rutgers in the fall.

Reporting to the Residence Life Coordinator, the SAS EOF Hall Director is a full-time, six-week, live-in position. The Hall Director will maintain an environment that promotes academic excellence, social development and intellectual growth. Additionally, the Hall Director must uphold the Educational Opportunity Fund mission, goals and objectives. The Hall Director will be responsible for supervising the Assistant Hall Directors and the Resident Mentors. The primary responsibility of the Hall Director and staff is aiding students with the smooth transition between high school and college.

MINIMUM REQUIREMENTS
- Must have a valid driver’s license
- Must have access to a vehicle
- Must have two years of residence life employment experience in higher education (supervisory experience preferred)
- Must have strong leadership, communication, programming, and organizational skills
- Must be able to commit to full time employment for the duration of the Summer Program
- Must live in the assigned residence hall
- May not hold any outside employment or commitments
- Must be willing to undergo a background check

COMPENSATION
- $5000 salary
- Housing for the duration of the Summer Institute
- Meals during Resident Mentor Training Week

APPLICATION
- All applicants must submit their cover letter and resume to saseof@echo.rutgers.edu by Monday, November 3, 2014.

SUPERVISION
- Direct supervision of approximately 20 Resident Mentors in carrying out their position responsibilities
- Monitor EOF Resident Mentors’ job performance, which includes expected standards of conduct and ethics; provide formal evaluations of EOF Resident Mentors. The hall director will complete and submit a weekly electronic job performance evaluation for each assigned resident assistant
- Actively participate in the training of the EOF Resident Mentors
- Assist the EOF Residence Life Coordinator in addressing, resolving and mediating staff issues and monitoring performance involving the Resident Mentors
- Conduct weekly individual and group meetings with EOF Resident Mentors

COMMUNITY DEVELOPMENT
• Maintain constant and positive working relationships with the EOF full-time, permanent professional staff, summer faculty and with other University departments through ongoing communication in email, phone, or conference meetings.
• Inform program participants of university offices, academic programs, regulations, policies and procedures
• Facilitate Resident Mentors’ abilities to promote positive attitudes about education among program participants
• Assist in the development of new and innovative ideas to promote the mission of SAS EOF
• Enhance the academic life experience beyond the classroom through residence life programming module
• Ensure that programming records, including proposals, expenses, and assessments are maintained
• Maintain a high level of visibility in the residence hall by interacting with residents

CRISIS RESPONSE
• Clearly communicate program and residential policy to staff and students
• Manage the educational discipline process for the residence hall
• Oversee evening duty rotation responsibilities at Welcome Desk with Resident Mentors
• Manage the safety and security of the residence hall(s), oversee the maintenance of the building and the enforcement of the EOF Summer Institute Residence Life Rules and Regulations.
• Serve as the primary emergency staff response person for the Residence Halls during evenings and weekends.
• Immediately report serious matters and issues concerning the residence halls to the EOF Residence Life Coordinator.

ADMINISTRATION
• Attend all Summer Institute staff meetings, including meetings called by the EOF Residence Life Coordinator, and/or Assistant Dean and Director of the EOF Program and maintain contact as necessary with the EOF full-time, professional staff regarding student issues and concerns.
• Develop and maintain a master schedule of all programs and activities and distribute to all staff.
• Maintain accurate EOF Summer Institute Residence Life reports, records and files on incidents and concerns; ensure that the EOF Residence Life Coordinator is informed about concerns involving the building, students, and staff; submit reports pertaining to those concerns on a timely basis
• Maintain regular office hours as established in consultation with and approval by the EOF Residence Life Coordinator
• Review the weekly EOF Resident Mentor reports and submit to the EOF Residence Life Coordinator by the following Monday
• Complete tasks and assignments in a timely manner or established deadlines as assigned by the EOF Residence Life Coordinator.
• Assist with check-in and check-out of all residents
• Complete tasks and assignments in a timely matter or established deadlines as determined by the Program
• Establish and maintain a relationship with the Conferences Services Group Rep and complete any necessary documentation by its assigned deadline (i.e., initial roster and master add/delete forms)
• Assume all other duties as assigned