

## 2019 Summer RA Overview & Time Requirements

Please contact Baker Area Director Steven C. Sweat with questions at [url-info@mit.edu](mailto:url-info@mit.edu)  
Applications are open until 4/1! Apply here: <http://tinyurl.com/MITSummerRA2019Appl>

### *Summer RA Program Dates*

5/30 - 8/11

### *Summer RA Program Locations*

Burton-Connor (Burton only), East Campus, Random

### *Training (5/28 - 5/30)*

Times of training TBD based on staff availability; should anticipate 2-3 hours of training each day.

### *Weekly Staff Meetings*

Time TBD based on staff availability; 1-hour weekly meeting in the evening. Will be set on first day.

### *On-Call Duty Rotation*

- Thursday through Sunday evenings (overnight) - begins Thursday, 5/30
- One SRA will be on duty each weekend evening
- Duty commitments are set the beginning of each month
- Will include a community walk each evening on call:
  - Gain a sense of how the community is doing, interact with residents, keep an eye out for health/safety/facilities issues, etc.

### *Time Away Requests*

- Submitted through Google Forms at least two weeks in advance
- All pre-planned time away must be communicated to supervisor upon hire
- Important to have about 75% of RAs present at any given time within the building

### *One-to-One Meetings*

- Each RA will have a bi-weekly one-to-one meeting with supervising Area Director
- Opportunity to discuss status of community, issues, programming ideas, etc.

### *Programming*

- Each RA will plan four (4) individual events for their floor/entry
  - Including opening group study break/programs
  - One of these events should be educational in nature
- Each building team will plan one (1) large building-wide event
- End-of-Summer event (**not included in four-event requirement**)
  - For all residents and planned by all SRAs with assistance from supervising ADs

### *Communication*

- Please check email daily
- Email is generally best for non-emergency situations or questions