2019 Summer RA Overview & Time Requirements

Please contact Baker Area Director Steven C. Sweat with questions at url-info@mit.edu
Applications are open until 4/1! Apply here: http://tinyurl.com/MITSummerRA2019App

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