

**Summer Residential Governor's School for
Medicine and Health Sciences at VCU**
Staff Position Vacancy

Full-time Resident Assistant

Spend one month (July 1-29, 2017) in a stimulating environment working with 26 gifted teenagers who are interested in medical or related health care careers. Responsibilities include (but may not be limited to) dormitory/dining hall supervision, athletic/recreational activities, and community service projects.

Salary and Benefits

- Salary: \$2,600 (divided payments on July 16 and July 31)
- Lodging, meals, parking, and gym passes provided
- One 24-hour period off per week (3:00 p.m. one week day until 3:00 p.m. the next week day)
- An experience and memories that will last forever

Qualifications

- Minimum age 21
- Valid Virginia driver's license with a good driving record
- Experience working with a high school age population
- An understanding of legal and ethical behavior inherent in supervising minors
- Energy and creativity
- First aid and CPR certification desired
- Virginia teaching certificate (or provisional license), counseling licensure, recreation degree, medical student, or nursing student preferred

Duties and Responsibilities

- Actively works to foster a professional relationship with the students; promotes a positive learning and living environment
- Resides on-campus with students and staff in assigned dormitory for the duration of the program
- Accompanies and eats all meals with the students during duty hours
- Assists students in the completion of special projects, including but not necessarily limited to Stop Hunger Now meal packaging, LemonAid Stand fundraiser, and lap blankets for the Massey Cancer Center
- Monitors student movement at appointed times; responsible for students' location during these times
- In collaboration with other staff, actively monitors dorm conditions during evening and weekend duty hours to ensure that students comply with GSMHS Handbook policies
- Drives students to and from locations in the Richmond Metro area using GSMHS 7-passenger vans
- Reports any and all problems or concerns promptly to the Director and/or Resident Director
- Assists the Resident Director in planning weekend recreational itineraries and assists with the completion of tasks pertaining to extra-curricular activities
- Reports to work during duty hours and returns from off hours promptly; reports to staff meetings at assigned times
- During day duty times, assists the Director and Resident Director as needed and remains visible and accessible on campus
- Complies with GSMHS dress code for residential staff
- Must be available between May 16-30, 2017, to visit VCU campus on a Tuesday or Thursday afternoon before 4:30 p.m. to complete the fingerprinting and hiring process
- By June 9, 2017, successfully completes a required online training course regarding working with minors (about 2 hours)

To apply, you will need:

- A completed state application (leave the Position Number blank):
 - <https://virginiajobs.peopleadmin.com/postings/9275> (If this URL displays a results list, chose **Create Draft of Application – PeopleAdmin**)
 - In the left navigation column, click on CREATE ACCOUNT; in the page area click "Create Account"
 - Once you create an account, you must log into your account.

- On the Jobs.Virginia.gov home page, select “Click here if you want to create and save your application but not apply to a job.”
- Complete your application and print.
- An up-to-date résumé or CV
- A cover letter briefly describing why you would make an excellent Resident Advisor for GSMHS
- One sealed letter of reference from a supervisor or advisor with his/her signature across the seal

All application packets must be received by April 14, 2017:

Jeanne Minetree, GSMHS Director
P.O. Box 6
Dinwiddie, VA 23841

All applicants must be available for a face-to-face interview (Sat. or Sun.) in the Richmond Metro area by April 30, 2017, and for fingerprinting at VCU Police (Tue/Thu only) by May 30, 2017. All employees will be subjected to a police background check.

For more information, contact Jeanne Minetree, Director, at GSMHS_VCU@yahoo.com.

Be sure to visit the program’s website at:

http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml

Then, in the section Summer 2015 Virginia Summer Residential Governor’s Schools (SRsGS): Programs, click the link for “Summer Residential Governor’s School for Medicine and Health Sciences”

Read the VCU news article about our program at:

http://www.news.vcu.edu/article/High_School_Students_from_Across_Virginia_Study_Science_and_Medicine