

## **Dorm Monitor– Applications Due March 13, 2017**

Preferably a graduate student. Compensation is \$125 per week, plus a private room/meal plan in the dormitory. (2 positions available).

- Minimum of 2.50 cumulative G.P.A. Residence hall living and/or student leadership experience is required.
- Dorm Monitors/RA must have a clean driving record and valid driver's license and cleared to drive on DISL insurance.
- Dorm Monitors/RA may be required to attend CPR training if not certified.
- There are two dorm monitors in Challenger Dorm. Male dorm monitor lives in Challenger 101, female monitor in 201. Males are typically housed on first floor; females second floor.
- Dorm Monitors/RA **must be in residence for all three sessions** and be able to be present on campus at least one-half of the weekends coordinating duties with other dorm monitor.
- Dorm Monitors/RA should plan to arrive at least four to six days before term starts.

### **Basic Dorm Monitor/RA Job Description:**

A Dorm Monitor/RA is the student staff member for Challenger Dormitory, a residence hall area at the Dauphin Island Sea Lab. The Dorm Monitor/RA is a student leader among their peers that acts as assistant to and under the supervision of the University Programs Registrar. The major responsibilities of the Dorm Monitor/RA include: assigning dorm rooms, promoting community; developing relationships; helping to establish and maintain a healthy residential environment conducive to academic and personal growth; assisting with the disciplinary procedure as necessary; implementing University and Housing policies; and assisting with individual student needs, transporting students to airport, events and such required by University Programs Registrar.

### **Specific Dorm Monitor/RA Duties:**

- Must practice confidentiality, be trustworthy, reliable, and able to communicate and follow rules and direction from University Program Registrar.
- Be willing to commit for the entire summer (approximately 12 weeks). Remain on campus before and after term for administrative responsibilities – make room assignments, distribute keys, submit required paperwork and current reports to University Programs Registrar.
- Serve as the on-call staff member for the residential area throughout the Summer Programs and holiday breaks as scheduled; rotating with other dorm monitor so that one of the two is always on campus, transport students to airport if needed, etc.
- Recognize that the Dorm Monitor/RA position is your primary out-of-class obligation.
- Demonstrate the characteristics of a Dorm Monitor/RA Servant-Leader.
- Facilitate community success by encouraging programming efforts and resident engagement.
- Administer the procedures and policies assigned by University Programs Registrar and Chair of University Programs.
- Serve as a resource to residents. Assist with emergency situations and illnesses.
- Report and follow-up with maintenance/dorm concerns (work orders).
- Be available and present for your residents as needed.
- Control noise and unruly residents and/or guests.
- Assist in the opening and closing procedures of the building as necessary (keeping doors locked, vacant rooms locked, etc.)
- Serve as a liaison to the residential community through University Programs Registrar.
- Support, promote, & implement programs as directed by the University Programs Registrar (by personal attendance.)
- Communicate campus information as needed to University Programs Registrar.

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Name (print) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender (M/F) \_\_\_\_\_ Social Security # (last 5 digits) \_\_\_\_\_

School attending \_\_\_\_\_ Level (Frosh, Soph., Graduate or Undergraduate) \_\_\_\_\_

Your current address at school: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone# \_\_\_\_\_

Your permanent address at home: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone# \_\_\_\_\_

Your email \_\_\_\_\_ Your cell phone # \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Contact’s relationship to you \_\_\_\_\_ Contact Phone# \_\_\_\_\_

**What skills do you have that would suit you for this position?**

**List relevant courses/Experiences:**

**List Honors, Awards**

**Have you participated in DISL summer courses before?**

**Courses you intend to enroll in while at DISL**

**Application Checklist:**

1. A statement of intent
2. A transcript
3. Two letters of recommendation
4. Documentation of need (by Financial Aid Office or Student Advisor)
5. A submission of this form.

**APPLY ONLINE:**

[www.disl.org/university-programs/internships/fellowships-and-work-study-opportunities/](http://www.disl.org/university-programs/internships/fellowships-and-work-study-opportunities/)

**Return by mail, email or fax to: Regina Kollegger (rkollegger@disl.org), University Programs Registrar, DISL, Attn: Teaching Assistantships, 101 Bienville Blvd., Dauphin Island, AL. 36528, 251/861-2141, ext. 7526, fax 251/861-7540 or 861-4646.**