The Resident Assistant serves as the liaison between the Office of Residential Life and the students who live in the house. The specific duties include:

1) Provide a roster of all students and their final room assignments to the Office of Residential Life by Monday, June 15. Provide weekly updates of students moving in and out of the houses or halls on the "Summer Resident Assistant Weekly Report" forms.

2) Complete Room Condition Reports (RCRs) for students when they move in and when they leave. Remind residents that they will be billed for any damages to the room or furnishings.

3) Assist as needed in distributing keys to summer residents and collecting them upon residents' departure. Report lost, stolen, and defective keys to the Office of Residential Life.

4) Coordinate housekeeping duties for the floor:
   a. Make sure the kitchen is clean and neat. Remember that open packages of food attract rodents and bugs.
   b. Make sure the public areas of the hall, particularly the lounges and bathrooms are kept clean.
   c. Coordinate the cleaning of the hall floor at the beginning and at the end of the summer. Supplies for cleaning can be obtained from Custodial Services by calling x4133.
   d. Make certain that the garbage and recyclable materials are removed from the floor on a regular basis.

5) Report maintenance needs to Facilities by completing a Facilities Work Request form on line at http://apps.carleton.edu/campus/facilities/request/.

6) Monitor the noise level of the summer residents, assuring that the rights of others are respected and that neighbors in residential areas are not disturbed.

7) Enforce the regulations outlined in the "Summer Housing Contract."

8) Keep the Summer Area Directors informed about relevant hall matters.

9) Attend staff meetings with the Summer Area Directors as needed.

10) Plan and implement programs for summer residents.

Compensation and Reporting:

Compensation for this position is free room from June 14 until midnight on August 27. Summer Resident Assistants report to the Summer Area Directors.