



JOB DESCRIPTION – LI BOARDING LIVE-IN RESIDENTIAL ADVISOR (PT)

Title: Long Island Boarding Live-In Residential Advisor, Part-Time

General Description: The Long Island Boarding Live-In Residential Advisor is responsible for the wellbeing of students enrolled through the Long Island Boarding (LIB) program at Long Island Lutheran Middle and High School (LuHi) and who reside in approved housing on the Long Island University (LIU) Post Campus. The LIB Residential Advisor is a professional, part-time, 10-month position responsible for supporting the mission of LuHi and the LIB program by contributing to student learning and academic success; respecting, appreciating, and advocating for the diversity of our student population; and supporting the holistic development of approximately 30 LIB resident students. The LIB Residential Advisor position averages 10-20 hours per week.

Responsibilities: The LIB Residential Advisor (RA) shall

1. Be aware of and enforce all Long Island Boarding and LIU Post University policies;
2. Serve as part of a rotating “duty” schedule, which requires at least one RA when students are present in the building between 3pm-10pm on a regular school/week day and 9am-11pm during weekends/holidays;
3. Attend regularly scheduled staff meetings, and participate in/support program activities;
4. Help students navigate the residential community and available resources by:
 - Assist with roommate concerns and mediations,
 - Introduce resident students to appropriate staff and administrators if the concerns/issues require further attention,
 - Ensure a safe and healthy residential community and introduce residents to residential activities and school organizations of interest;
5. Provide supervision in after-school activities such as:
 - Study hall period,
 - Peer mentoring activities,
 - Student council meetings,
 - Other residential outings;
6. Complete reports (i.e. resident students’ wellbeing reports, evening attendance/rounds reports);
7. Fulfill light driving duties such as:

- Shuttle between LIU and LuHi,
 - Airport dropoff/pickup,
 - Testing site appointments,
 - Approved recreational activities;
8. Participate in set training periods and professional development, as required;
 9. Plan at least one student-centered wellness activity each semester, and implement with the support of LIB staff;
 10. Perform evening attendance check/rounds;
 11. Handle emergency situations that take place within the residence hall during shift, with support of supervisor and the Department of Public Safety at LIU Post;
 12. Perform other duties as assigned by the Long Island Boarding Director and Assistant Director.

Education	Bachelor's degree required Major in Education, Counseling or a directly related field preferred
Experience	Related experience in the field
Special	Familiarity with international population, residential programs, and/or secondary and higher education desired
Reports to:	Long Island Boarding Director Long Island Boarding Assistant Director
Supervises:	N/A
Salary Range:	\$18 - 22/hr
To Apply:	Applicants should send a resume and cover letter to: human.resources@luhi.org and refer to "Residential Advisor".