



Sewanee Summer Music Festival 2023
Residence Life Team Leader

Appointment

June 12 - July 18, 2023

Reports to:

John Kilkenny, Executive Director

Typical Duties & Responsibilities

- Manage a team of RAs to ensure a safe and positive stay for all SSMF participants
- Enforce curfew for all underaged participants
- Assist operations personnel in locating participants who may be late to or missing from scheduled activities
- Attend all faculty/student musical performances as available
- Create and manage an hourly schedule for the ResLife Team to work in the ResLife office in Guerry Hall.
- Prepare residence halls for student arrival leading up to the start of the SSMF.
- Coordinate registration day/departure days for the SSMF.
- Following check out, make sure that the dorms are ready to be turned over to Conference Services.
- Determine action on any health issues related to participants
- Coordinate action on any accommodations issues with the Conference Services Liaison
- Communicate with family of participants as needed

Judgment Required

- The Residential Life Team Leader will need to assess student and facility emergencies and determine when and who to call for additional support if needed.
- The ResLife Team Leader will need to be able to determine situations that require documentation and the proper method of documentation.
- The ResLife Team Leader will need to be an effective time manager and prioritize tasks and actions.
- The Residential Life Team Leader will need to be authoritative and deliberate in making and executing decisions.

Machines & Equipment Used

- RAs must be able to use web-based technology to complete forms. When on duty, they must have access to and be able to use a smartphone equipped with the LiveSafe App.
- Must be able to be driver certified for University of the South vehicles.

Education and Experience

- Completed at least two semesters of undergraduate study prior to becoming an RA
- Prior experience working with pre-college and/or college students preferred
- Those with experience mentoring peers, responding to emergencies, or completing administrative tasks will be strong candidates for the position.

Compensation

- Full room and board + an hourly rate, depending on experience. We expect the hourly rate to be between \$8.50 and \$12.50 an hour

Other information

- No prior conduct record
- Successful completion of a background check and drug testing
- This job requires heavy lifting and a combination of hours on your feet and moving equipment

Note

This list is not exhaustive and is simply the foundation of the role. RAs should be prepared to execute additional tasks and instructions related to their position in the SSMF community. RAs are leaders in and out of their residence halls and are expected to be role models within the SSMF community. Additionally, as their position is a residential one, RAs are expected to treat their housing assignment as a primary residence and should not spend the night away from the hall without communicating with their supervisor.

[To apply, visit \[ssmf.sewanee.edu/about-us/employment\]\(http://ssmf.sewanee.edu/about-us/employment\)](http://ssmf.sewanee.edu/about-us/employment)

About the Sewanee Music Center

Now in our 66th season, the Sewanee Music Center has evolved under the Direction of John Kilkenny, to become one of the most important cultural landmarks in the southeast region. Boasting two full orchestras, an extensive chamber music program, the Jacqueline Arent Concerto Competition, and our newly created OperaFest, the Sewanee Music Center is truly an internationally recognized classical music training center. Sewanee is distinguished by its world-class faculty, dynamic guest conductors, exciting repertoire, and amazing performance opportunities. Our host institution, the University of the South, sits high atop the Cumberland plateau and boasts 13,000 acres of hiking, biking, and nature trails.