

## **International Student Residential Advisor**

**(Includes salary, room, and board)**

Marshall School is the Twin Ports only independent school and has served the Duluth area for more than a century. Founded in 1904 as Cathedral Senior High School, Marshall has adapted with Duluth as the educational needs of the community changed. The foundation of providing the highest-quality, college-preparatory educational experience to students in the area has always remained a part of the school's history.

The mission of Marshall School is to educate students to become global citizens who demonstrate strong academic habits, respect, compassion, integrity, self-discipline, and intellectual curiosity.

Marshall School is seeking a dedicated, flexible, global-minded, and compassionate individual to work with residential students in the Marshall House, a residence hall for up to 35 international students in grades 8-12. A good candidate has experience working with high school students, has cross-cultural understanding and values a multicultural environment, is highly motivated, patient and has strong interpersonal and leadership skills. This position reports to the Director of Residence Life.

### **Key Responsibilities and Duties:**

- Create, foster, and maintain an environment rooted in Marshall's core values of strong academic habits, respect, compassion, integrity, self-discipline, and intellectual curiosity
- Supervise, encourage, and discipline students
- Provide guidance to students as they integrate into the Marshall School and Duluth communities
- Mediate conflict
- Create and execute afterschool and weekend activities
- Establish supportive relationships with students while maintaining professional boundaries
- Provide guidance in the development of lifeskills
- Ensure the safety and well-being of students
- Maintain policies and procedures for the residential life program
- Performing other duties as assigned by the Director of Residence Life

**Shift Hours:** This is a 10 month contract position (August 15-June 15) that can be extended for future school years. Generally 1-2 weekday evenings per week and every other weekend with a likely weekly schedule of 15-25 hours per week. Each RA is expected to be available on a

regular and rotational basis. It will also be necessary to assist in providing additional supervision when students are out of school.

**Qualifications:** Working toward or holding a bachelor's degree in education, recreation, international studies, or a related field is preferred. Intercultural and leadership experience is a plus. All residential advisors must be eligible to work in the U.S., have a valid U.S. driver's license, and be eligible and comfortable driving a seven-passenger van.

**Salary/Benefits:** Marshall School is committed to attracting and retaining outstanding employees through a competitive compensation and benefits package. This position provides a salary, housing, and most meals.

**Application Process:** Applicants should email the required documents listed below to Rosemary Milczark at : [rmilczark@marshallschool.org](mailto:rmilczark@marshallschool.org).