

Marshall School

Residential Advisor

(Includes room, board, and salary)

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 32 international students in grades 9-12. 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 Residential Life.

Key Responsibilities and Duties:

A Residential Advisor (RA), in coordination with the Director Residential Life and other dormitory staff, guides and supports the development of life skills; works with students to improve English language acquisition; and ensures a safe, healthy and rewarding experience for all Marshall School residential students.

Day to day 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
- Provide guidance to students as they integrate into the Marshall School and Duluth communities
- Mediate conflict
- Monitor students for changes in health and behavior
- Create and execute afterschool and weekend activities
- Establish consistent relationships with students while maintaining professional boundaries
- Ensure the safety and well-being of students
- Drive students to appointments and activities
- Maintain policies and procedures for the residential life program relative to daily routines, supervision, student leaves, discipline, tutoring, pastoral care, use of computer, internet and phones

- Educate residents regarding use of laundry facilities and how to maintain personal and communal spaces
- Setting up of meals prepared by caterer
- Performing other duties as assigned by the Director of Residential Life

Shift Hours: This is a 10-month, year-long contract position. Generally evenings and weekends. Each RA is expected to be available on a regular and rotational basis. It will also be necessary to assist in covering shifts when students are out of school.

Qualifications: Working toward or holding a bachelor's degree in education, recreation, international studies, or related field is required. Intercultural and leadership experience 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 housing, most meals, and a salary.

Application Process: Interested candidates should send a letter of application, resume, and the names of three professional references to Rosemary Milczark, Executive Assistant to the Head of School, 1215 Rice Lake Road, Duluth, MN 55811 or e-mail to: rmilczark@marshallschool.org.