



HEAD RESIDENT

Sea Education Association (SEA), www.sea.edu, invites applications for a full-time Head Resident.

About SEA: SEA is a non-profit educational institution and an internationally recognized leader in undergraduate ocean education. Since 1971, SEA has educated undergraduates about the world's oceans through its Boston University accredited study abroad program, SEA Semester®. SEA is located on Cape Cod in the oceanographic research community of Woods Hole (Falmouth) and owns and operates two sailing research vessels: the *SSV Corwith Cramer* in the Atlantic Ocean and the *SSV Robert C. Seamans* in the Pacific.

SEA is an EOE committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich with cultural, social and intellectual diversity.

Position Summary

The Head Resident provides overall supervision of five student housing units accommodating students and program participants enrolled in Sea Education Association's (SEA's) educational programs. Students enrolled in SEA's gap year and undergraduate SEA Semester programs are in residence up to six weeks in approximately nine distinct programs per academic year. In addition, SEA offers high school and other shorter programs during the summer months. These shorter programs may or may not have assigned "live-in" house leaders that offer additional supervision.

Major Tasks

Major responsibilities of Head Resident to be handled when SEA offices are not open during normal business hours (nights, weekends) include:

- 1) Acts as general supervisor of student living and the areas of the campus to which students have access.
- 2) Ensures that students maintain households in safe, healthy, and considerate manner.
- 3) Monitors emotional, mental and physical well-being of students and reports issues to Associate Dean as needed in a timely or immediate manner.
- 4) Monitors maintenance needs of student housing units and recreational equipment.
- 5) Serves as on-site, after-hours emergency contact for students and campus personnel.
- 6) Ensures student compliance with legal and institutional regulations. See attached student documents.
- 7) Acts as designated authority on campus outside of normal business hours.

- 8) Conducts nightly rounds on campus through student housing units, interacting with students on campus.
- 9) Communicates on a regular basis (weekly at minimum; more often as needed) with Associate Dean for Financial Aid and Student Services through text, email, phone, and in-person correspondence.
- 10) Develop and provide student activities on some evenings and weekends, coordinating with faculty.
- 11) Maintains communication with Associate Dean for Financial Aid and Student Services, Shore Facility Coordinator and Senior Management Group (SMG) during weather events and campus power outages.
- 12) Provides Housing Orientation to students during general Program Orientations, held on the afternoon of each new program's student arrival day. Assists with transporting students to and from the Falmouth bus station on arrival and departure days.

Requirements

HOURS: Active student contact and administrative time average 10 hours per week. On-campus residency is required while undergraduates are housed on campus. The Head Resident will be present on campus when the SEA offices are closed. Alternative coverage for vacation, weekend, holiday or evening time periods can be arranged at the discretion of the Associate Dean for Financial Aid and Student Services.

HOUSING: The Head Resident(s) must reside on-campus in housing provided by Sea Education Association.

Qualifications

Position may be filled by a qualified individual or couple. Individual must be mature, responsible and dependable. Previous work experience with college or high school level students, preferably at a school or college campus in a teaching, management or supervisory role is preferred. Individual will have familiarity with institutional policies and standards and be able to work with students to enforce standards as well as to provide support and 24-hour emergency assistance. Current CPR certification, Basic First Aid, Mental Health First Aid required. The Head Resident(s) are expected to attend all SEA staff and faculty training included but not limited to Mental Health First Aid, Security, Diversity and Harassment. Driving history and background checks are required.

Please send cover letter, resume and three professional references to HeadResSearch@sea.edu .