Mawhiba Universal Enrichment Program
Job Responsibilities
Resident Assistant (RA)

Resident Assistant (RA) should be a fulltime employee in Mawhiba Universal Enrichment Program and may not take classes or hold second jobs during the Program.

All staff members are expected to adhere to the Mawhiba standards of employee conduct; to contribute positively to the site's living and learning community; to ensure students' physical and emotional safety; to uphold and enforce site and program rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The resident assistant (RA) is responsible for the supervision, safety, and wellbeing of students during the non-academic times of the program. The RA helps create a community where students can succeed socially and academically. The RA informs students of Mawhiba Universal Enrichment program rules and expectations and works to ensure that these guidelines are followed. While students are in class, RA commitments include attendance at daily meetings, planning and preparing student activities and events, and assisting with any program needs that arise. The RA is also responsible for conducting the daily and weekend activities and events for students.

Supervision:

RAs are supervised directly by coordinators then Oxmedica Program Director. They are also supervised indirectly by Mawhiba.

Work Schedule:

RAs work seven days per week. RA work hours are primarily the hours students are not in class; other commitments include the morning meeting time, class visits, and additional time for planning and preparation of activities. RAs work weekends and have one day off during the program (not permitted on a weekend) as scheduled with coordinators and Oxmedica Program Director in coordination with other resident assistant to cover this day. Since RAs have responsibilities during the day as well as in the evening, RAs may not take classes or hold second jobs while employed in Mawhiba Universal Enrichment Program.

Live on campus:

RAs are required to live in campus during flowing days:

- Check in to the campus: 29th of June 2026.
- Check out to from campus: end of 23rd July or morning of 24th 2026.
  - RA should not leave campus until all assigned closing tasks are complete.
  - RA shall leave if all site-closing tasks are complete such as:
    - All students' checkout.
    - All rooms checking and keys handed back to coordinators.
    - Inventory and packing of all program's supplies and materials.

Additional job responsibilities of the RA include but are not limited to:

Before Arriving at the Site:

1. Carefully read any program material you receive.
2. Complete all required pre-program training.
3. Contact coordinators then Oxmedica Program Director if questions arise.
4. Prepare 5-10 activities to be applied in enrichment hours.
5. Be sure that Mawhiba, Oxmedica, and University Teams have a telephone number, and email address where you can be reached before and during the program.

Before the Students Arrive:

1. Arrive on campus on 29th of June to get familiar with the program location and attend all sessions of the on-site staff training.
2. Speak in English, from your arrival to your departure, whenever you are in the presence of Oxmedica staff.
3. Prepare for arrival of students - inspect student rooms, design, and prepare bulletin boards, hall decorations, and prepare nametags for students' doors.
4. Work closely with the tutors and teaching assistants (TAs) of your students to communicate expectations and to discuss supervision processes such as handoffs and supervision during meals.

Arrival Day through the Last Day:

1. Assist with ground transportation for students, arriving or departing at airports and train station.
2. Greet and assist parents and students on the program Arrival Day.
3. Always supervise students when they are not in class. When not officially on duty, be an active supervisory presence and address student safety and behavior issues whenever you are in the presence of students.

4. Act as a positive role model in both attitude and behavior.
5. Maintain order in the residence hall.
6. Be on call 24 hours a day, whether on or off campus.
7. Always remain on campus unless you have permission from coordinators and Oxmedica Program Director.
8. See that students keep to the schedule of classes, activities, prayer, meals, lights-out, etc.
9. Attend residential staff meetings held each morning, and any other meetings called by the Oxmedica Program Director and coordinators.
10. Under the supervision of Oxmedica Program Director and coordinators, plan and implement the daily recreational program, which consists of varied evening activities Sunday through Saturday.
11. Make trips to local stores to purchase supplies for the program after informing the responsible coordinator.
12. Attend all daily prayers in the residence hall or academic building mosque with students and TAs Accompany them to the mosque for Friday prayer.
13. Consult regularly with your students' tutor and TA about the academic, social, and emotional welfare of your students.
14. Provide students with a supportive environment.
15. Report to the coordinator immediately of any disciplinary, medical, emotional, or academic problems a student may have.
16. Assist in ensuring the health and safety of all students by following site medical protocols. As requested by supervisors, assist not only with health office logistics such as escorting students to and from the office but also with urgent medical situations, which may require accompanying students to the emergency room or off-campus clinics.
17. Handle disciplinary issues according to guidelines established by the program then report them to the coordinator.
18. Complete the incidents report to document a student's illness, injury, misconduct, and social and emotional issues.
19. Greet and assist parents and guests on the program Closing Day.
20. Fulfill the responsibilities to the coordinator relating to the departure of students: ensure that rooms and halls are clean; all student keys, meal cards, ID cards, and library books are returned; and any furniture or equipment moved during the session is returned to its original location.
21. Report any damages to the program coordinator regularly.

22. Ensure all activity materials and supplies are collected regularly and stored in the designated inventory area to prevent last-day workload accumulation.

After Students Depart:

1. Inventory and pack all activities supplies and materials purchased for the program.
2. Submit the inventory to the coordinator.
3. Ensure that any equipment borrowed or rented during the session for RA or student activities is returned in good repair.
4. Check out to from campus: end of 23rd or morning of 24th July 2026.
    - RA should not leave campus until all assigned closing tasks are complete.
    - RA shall leave if all site-closing tasks are complete such as:
        - All students' checkout.
        - All rooms checking and keys handed back to coordinators.
        - Inventory and packing of all program's supplies and materials.

Within the RA responsibilities, two key items deserve more detail:
Being On Call:

RAs are considered to be on call at all times unless they have a scheduled day off. Being on call means that even when you are not physically with your students (i.e., during class periods or when they are sleeping) you must be ready to be called into action and must always be in a condition to handle an emergency. It is important to remember that if you are given permission to leave campus you are still on call and may be called back to the site for an emergency.

Free time:

In a fast-paced environment such as Mawhiba Universal Enrichment program, it can be difficult to establish a specific time for RAs to find free time. Times when the students are in class are generally devoted to activity preparation and committee work, though on some days you may find a little time for a quick nap or some relaxation.