

Resident Advisor – Career Insights

Job Description 2026



ABOUT IMMERSE EDUCATION

Immerse Education offers unique academic programs for students aged 13-18 in prestigious locations like Cambridge, Oxford, London, San Francisco, New York, Boston, Toronto, Sydney, Tokyo, and Singapore, as well as online.

Our two-week residential programs provide students with a taste of advanced study and university life, allowing them to live and learn at top-ranked universities. Participants engage in a rigorous academic curriculum complemented by a vibrant mix of social and cultural activities.

Each year, we bring together students from over 150 countries, fostering a diverse learning environment. Our programs have received recognition from several esteemed organisations, including The Queen's Award for Enterprise, ATHE, NOCN and the British Accreditation Council, reflecting our commitment to quality education and enriching experiences.

ROLE BACKGROUND

The pastoral care provided by Immerse is what sets us apart as an industry-leading summer program provider, and it's a crucial element of our programs that we highly value and take very seriously.

We are looking for outgoing, friendly, and responsible individuals who are comfortable managing small groups of students from a variety of backgrounds.

You will live on campus and be responsible for ensuring that the students in your 'family' are settling into the program and taking full advantage of the opportunities it offers.

Resident Advisors should aim to create a "home away from home" and act both as a responsible adult and a guide to participants throughout their time in the program. As the first and primary point of contact for the students in your 'family', you will be their main source of pastoral care and report to the Campus Director at your assigned location.

Resident Advisors are a team of university undergraduate students selected to supervise participants, lead extracurricular activities, and organize evening social events.

Resident Advisors will also escort students to their industry visits in and around the city, representing Immerse Education to leading companies and organizations.

Resident Advisors are assigned groups of approximately 10 participants and are responsible for ensuring their well-being throughout the program.

Resident Advisors stay on-site at the campuses, and as such, work schedules can vary significantly during the contract period. Rotas and work hours are set by Campus Directors at the start of the session.

This is a highly challenging but rewarding position, and Resident Advisors often find that the more they invest in the program, the more they get out of it.

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RESPONSIBILITIES

- Provide support, information, and guidance to participants, ensuring they are aware of the program schedule and actively participating in the activities.
- Organize, prepare, and lead extracurricular activities (e.g., sports, formal dinners, workshops, excursions, etc.).
- Be on-site daily to provide pastoral and logistical support to participants and staff members.
- Accompany students to and from airports, assist with registration, help transport luggage to their assigned rooms, and show them around the campus.
- Escort students to and from Industry Visits, providing confident navigation and organization for both students and peers.
- Assist the Campus Director with setting up the site, including classroom preparation, creating displays, and cleaning and tidying as needed.
- Ensure that every venue or classroom is cleared of trash and left neat and orderly after each event, ready for the next session.
- Special role – each Resident Advisor will be assigned responsibility for one of the following areas: managing social media, blogging, organizing the final night party, AV, talent night coordination, logistics, campus tours, or managing excursions.
- Attend evening meetings with the Campus Director, followed by curfew patrols.
- Represent Immerse Education to students, staff, and parents, upholding our high standards of quality, safety, and academic excellence.
- Share your experience as an undergraduate student with participants, offering useful insights into the application process, student life, future careers, and opportunities.
- Ensure the summer program operates within Safeguarding, Health & Safety, and risk assessment guidelines.
- Assist with other duties around the summer school as needed.

REQUIREMENTS

- Current or recent student at the host University or Ivy League universities (essential).
- Relevant experience of residential summer schools or summer camps (desirable).
- Relevant experience in events and/or customer service (desirable).
- Good knowledge of the host city (desirable).

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PERSONAL QUALITIES

- Applicants should be highly organized, efficient, and flexible, and able to work in a busy, fast-paced, and often challenging summer program environment.
- They should demonstrate adaptability, integrity, enthusiasm, patience, and the ability to work with children of different ages.
- Maintain a pleasant and personable attitude with a professional demeanor.
- Be flexible with work hours, as early starts and late finishes may be required during peak times.
- Be self-motivated to uphold the highest standards in everything, especially regarding the quality of experience participants receive.
- Bring creativity and enthusiasm to all activities, ensuring participants have an unforgettable experience with Immerse Education.

PROGRAMME AVAILABILITY

The 2026 summer programmes run in two-week sessions between 27th June and 25th July. The list of programme sessions for summer 2026 is provided in the table below. Contracts are given as two or four week contracts, though you will be required to start up to four days before the start of a session to receive training and help set up the summer school, if required. You will be asked about your availability during the application process.

Session	New York	San Francisco	Boston	Toronto
Session 1: 27 June - 11 July	✓			
Session 2: 4 July - 18 July		✓		✓
Session 3: 11 July - 25 July	✓		✓	

APPLICATION PROCESS

1. Please complete the online application form which will require you to attach your resume.
2. Short-listed applicants will then be invited to an online webcam-based interview.
3. Successful candidates will undergo an enhanced background check and must provide a copy of their right to work (i.e. Passport/Visa) and identification.