



## **Residence Advisor 2022-2023 Job Description**

Under the direct supervision of the Residence Supervisors, the Residence Advisor (RA) is expected to demonstrate a commitment to residence life by promoting an inclusive residence environment and sense of community that contributes to individual growth and harmonious group living.

The position of a RA provides a unique opportunity to grow, learn and experience responsibility in an environment that allows for great enhancement of the university experience. Individuals selected to be RAs are those who have personal competency, as well as the capacity necessary for the development of helping skills. The position requires individuals to fulfil a number of roles, including, but not limited to:

- Serving as a role model for other residents;
- Serving as an advisor to residents, particularly those on the RA's floor/wing;
- Maintaining an awareness of individual and group needs and patterns of behaviour in the RA's area;
- Playing a central role in the organization and delivery of residence educational programming;
- Participating in the effective functioning of the Residence Life administrative team;
- Working closely with other RAs, the Residence Coordinator and the House Committee in matters of mutual concern.

### **SUBJECT TO CHANGES**

Due to the nature of our rapidly evolving circumstance, the job description provided is a working document. Changes may be required to best adhere to the guidelines of the Government of New Brunswick, Public Health, and St. Thomas University. Residence Life will continue to prioritize the health and safety of staff and students. Changes to the Community Standards, the Educational Programming Model and other residence specific procedures will be communicated to those successful in the position.

### **REQUIREMENTS**

Applicants for the position of a RA must satisfy a number of requirements, which include the following:

- Having a full-time status as a St. Thomas University student;
- Must live in residence;
- Must purchase Freedom or 14-meal plan;
- A cumulative GPA of at least 2.7 in the term immediately prior to RA selection;
- Completion of a Workplace Standard First Aid and CPR course (to be completed after hiring process by attending course organized by the Residence Life Office prior to the end of the academic year, or on your own before training begins in August);
- Must be available to attend and complete all of August Training (remote and in-person training);
- Must be available to attend on-going training sessions, on designated Fridays at 3:00PM and the first Saturday of January prior to start of Winter Semester;
- Student financial account must be in good standing with the University;
- Be aware of and abide by Staff Code of Ethical Standards.

## SKILLS & KNOWLEDGE

- Leadership experience preferred;
- Strong ability to develop intrapersonal relationships with others;
- Effective written and oral communication skills with residents, peers and supervisor;
- Demonstrate strong professionalism and recognition of workplace boundaries;
- Excellent ability to work in a team environment;
- Strong time management skills;
- Effective conflict management skills;

These roles require the RA to perform a number of specific duties, including but not limited to:

### A. ADMINISTRATIVE

- Complete all room check forms prior to arrival of residents on Move-in Day, moving in later in the term;
- Complete room check forms for all residents transferring or moving out;
- Keep Residence Coordinator and Residence Supervisor informed of events/incidents on their floor/wing;
- Complete administrative forms (e.g. RA Weekly Report, Contact Logs, Incident Reports, Lock Out Log, etc) in the timely manner as required by Residence Supervisor;
- Attend bi-weekly area team meetings;
- Attend bi-weekly house team meetings;
- Attend monthly 1on1 meetings with RC;
- Attend monthly 1on1 meeting Residence Supervisor.

### B. ASSISTING STUDENTS

- Strive to develop a positive relationship with each resident on their floor/wing as quickly as possible;
- Conduct at least 2 1on1 check-in meeting with every resident on floor/wing each semester;
- Be reasonably available to students in addition to scheduled duty time, by developing a pattern of available time. Advise residents of when you will be available. Cannot be away from the house for extended periods of time without prior approval from the Residence Supervisors;
- Aid students, as a peer helper, with personal, academic, financial, social or other problems whenever possible, referring to appropriate professional resource when a situation demands skills beyond those of a RA;
- Be alert to the needs of all students, particularly those in first year;
- Mediate roommate and floor conflicts with the students involved, exploring possible solutions and referring as necessary;
- Accompany students who are locked out of their rooms and unlock the necessary doors for them;
- Develop a sense of community;
- Document and follow up on incidents.

### C. CONDUCT

- Know and observe University policies, including but not limited to the Policy on Non-Academic Misconduct, Policy on Sexual Violence, Cannabis Policy and Residence Community Standards;
- Proactively educate and inform students on reasons for the Community Standards;

- Ensure students are aware of the Community Standards and abide by them;
- Respond appropriately, when violations occur, by educating students on community impact;
- Be consistent and fair in handling of student misconduct;
- Document and follow up on incidents.

#### D. HOUSE RESPONSIBILITIES

- Be an active member of the house by participating and promoting in house activities;
- Encourage residents to participate in house activities.

#### E. ON-DUTY REQUIREMENTS

- RAs are on-duty more often during Welcome Week;
- Serve as "RA On-Duty" in rotation as assigned by the Residence Coordinator;
- While on-duty, be available within the house at all times from 8:00 p.m. until 8:00 a.m.;
- While on-duty, carry the on-duty phone and answer calls from students or staff. The phone needs to be accessible during on-duty hours;
- While on duty, remain in the RA office from 8:00 p.m. until the completion of last set of rounds;
- While on duty, be available to attend and support fellow RAs in a building outside of their own;
- In the event of an unavoidable absence from the house, make sure that another RA can cover duty, and Residence Supervisors are informed of this in writing;
- Be observant of all areas of the house and take appropriate action if problems occur;
- Be present to supervise social events as scheduled.

#### F. EDUCATIONAL PROGRAMMING

- Host bi-weekly Community Meeting for wing/floor;
- Support and assist the implementation of programs as directed by the Residence Life Office;
- Complete the organization and implementation of active programming events and passive programming boards, as prescribed by the Residence Life Office.

#### G. TRAINING

- Complete all online training modules prior to the deadline;
- Attend and engage in all sessions during August Training period;
- Attend and engage in all on-going training sessions. On-going training sessions will most likely be on Fridays starting at 3:00PM and on the first Saturday of January prior to start of Winter Semester break.

#### H. PROFESSIONALISM & CONFIDENTIALITY

- Maintain a high level of professionalism as a representative of the University;
- Maintain confidentiality in all residence matters where such confidentiality is warranted. Breach of confidentiality is grounds for dismissal.

## I. BUILDING OPERATIONS

### 1) Safety:

- Be aware of health and safety conditions. Know who to contact in the event of an emergency;
- Be aware of fire regulations, especially the RA's responsibility in the event of a fire or a fire drill;
- Distribute information to students regarding fire safety, personal safety, etc.;
- Ensure that unsafe conditions are reported.

### 2) Maintenance:

- Report damage or vandalism as soon as noted;
- Investigate damages or vandalism and attempt to identify the individual(s) responsible;
- Report on-going maintenance problems that have not been corrected.

## J. CONTRACT PERIOD

- All dates and times are *tentative and subject to change*
- Fall Term: **August 1, 2022 at 9:00 am until December 22, 2022 at noon**
  - *August 1<sup>st</sup> is the planned start of August remote training*
  - *Residence opens on September 2, 2022 for new students & September 3, 2022 at 11:00 am on for returning students*
- Winter Term: **January 6, 2023 at noon until April 24, 2023 at noon**
  - *Residence opens at noon on January 8, 2023*

## K. LIMITATIONS

There are a number of limitations on the RA position:

- RAs are not permitted to accept other on-campus employment without the approval of the Residence Supervisor and/or Assistant Director;
- RAs are not permitted to hold any residence government position (House Committee) or play on any of the University teams which require frequent absences from campus without the approval of the Residence Supervisor and/or Assistant Director;
- RAs are not recommended to take more than the normal full course load during the academic year, to help maintain academic success and balance for the role. RAs taking on a greater course load should inform their Residence Supervisor;
- RAs are not permitted to participate more than 10 hours of extra-curricular activities without the approval of the Residence Supervisor and/or Assistant Director.

## L. SELECTION PROCESS

- After the deadline has passed, applications are screened to select candidates to participate in an interview process. Applicants will be contacted through their STU email address. Only applicants offered an interview will be contacted.

#### M. PERFORMANCE MANAGEMENT

- The performance of RAs, both individually and as a group, is evaluated regularly by the Residence Supervisor. Formal and informal feedback will be provided consistently, with a midyear performance appraisal at the end of first semester. The extensive detail above is included to provide as clear an indication as possible of the University's expectations.

#### N. SUPPORT

- The University, as chiefly represented by the Residence Supervisor and the Assistant Director, provide any reasonable assistance and support requested by a RA in carrying out their duties. In addition to training and supervision, the Residence Coordinator will endeavour to ensure that the RAs are supported as a group and that the atmosphere in which they work is an enjoyable and productive environment leading to the fulfillment of the goal of the residence community as an environment where the whole person is given the opportunity to grow and develop.

#### O. COMPENSATION

- RAs are compensated with a credit bursary in the amount of 55% of the total cost of a single room in residence and 55% of the Freedom meal plan as determined by the 2022-2023 rates for residence rooms and meal plans
- NOTE: RA compensation is currently under review. Confirmation of compensation will be communicated with successful candidates as soon as possible.

Returning RAs (with one full year of experience) will be compensated an additional \$500 bursary that is divided into two payment periods.

#### P. CONDITIONAL OFFERS

- Offers for the RA position will be conditional based on RA's fulfillment of all requirements listed above;
- RA position will also be conditional based on the determined capacity of residence buildings in the Fall to ensure safety of staff and students and following Public Health Guidelines.