



CONTRACT PERIOD: **Summer:** Beginning May 2024 – Ending August 2024 (week max duration 17 weeks)

REMUNERATION: This placement will be paid a rate of \$3,297.21 for the semester and will qualify for the Student Housing Staff employee summer residence rate (\$900 for the summer semester).

REPORT TO: The Summer RA will report to a Residence Life Manager who will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY

Summer Residence Assistants (RAs) are senior students who are expected to act as mentors and offer support to students living in residence over the summer semester. They have responsibility for community management, community building, disseminating information on behalf of Student Housing Services, and following-up on community and individual student issues. Summer RAs are expected to develop quality working relationships with their colleagues and are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to students' academic and personal growth.

The Summer RA role does not have an on-call component, but it is expected Summer RAs host regular drop-in hours for their community and are available to respond to community conflicts and student support issues if they arise. They are to keep their supervisor and co-workers informed of days/nights they will be away from campus.

RESPONSIBILITIES

A. COMMUNITY BUILDING AND EDUCATION

- Engage students in dialogue to promote a sense of shared vision and expectations within the community.
- Hold regular Community Meetings with the summer students – both in-person and virtually.
- Assist students with their understanding of community living, and encourage students to take an active role in protecting, managing, and building their own community.
- Establish, develop, and maintain an open relationship with each member of the community, regularly interacting with each student. Be available to students regularly, particularly in the evenings and on weekends, and provide information on availability.
- Be alert to the needs of new students who may transfer into the community at various points of the semester.
- Mediate roommate and community problems with the students involved and refer to RLM, an AC, and/or Residence Admissions as necessary.
- Promote academics and lifestyle balance in residence.
- Be familiar with academic and personal services on campus and refer students as required, understanding the limits of the role.
- Role model appropriate and healthy behaviour to students, upholding the Residence Community Living Standards.
- Host a minimum of 4 drop-in hours per week that are advertised to all Summer students.
- Oversee an online community (Microsoft teams) and share information regularly with summer students.

B. CO-CURRICULAR LEARNING ENVIRONMENT

- Establish, alongside the RLM, a strategic community development plan to implement throughout the summer. This plan will include intentional outreach to students in the community, scheduled community experiences, and community meetings.
- Fulfill co-curricular requirements as per the community development plan.
- Develop and deliver community-based programs, this will include both proactive programs as well as reactive programs to respond to the needs of the community.

- Practice risk management when planning and implementing programs.
- Support Interhall Council throughout the summer (programs, elections, etc)

C. COMMUNITY MANAGEMENT

- Take a community-based approach to addressing Residence Community Living Standard violations by discussing impacts and putting things right; developing a Community Resolution when possible.
- Maintain a strong understanding of, and communicate to students about, the *Residence Community Living Standards* and respond appropriately to violations and to emergency and crisis situations as per response procedures.
- Maintain knowledge of all emergency procedures including fire drills, fire safety information, and participate in the fire watch system if requested by a designated supervisor.
- Demonstrate basic mediation and problem-solving resolution skills when addressing conflicts and community issues.

D. ADMINISTRATIVE FUNCTIONS

- Read and familiarize with any publications and training material distributed by SHS.
- Communicate regularly with the designated supervisor through weekly community reports, 1-on-1 meetings (bi-weekly at minimum), drop-ins, email, voicemail and other documentation as required to keep the designated supervisor updated on the community.
- Use online resources through the RLS Courselink page such as the StarRez software to properly and promptly document incidents, and online reports to record programs and on-call activities.
- Appropriately summarize Community Resolutions (using an informal voice) and Incident Reports (third-person voice) in a timely manner as per training and team expectations for consistency.
- Ensure privacy is maintained with respect to students' behaviour and incidents occurring in residence.
- Report all facility issues to the Residence Desk.
- Develop positive relationships with Desk Staff, Housekeeping Staff and other members of the Residence community.

E. ADDITIONAL DUTIES

- Represent the Department at a variety of summer events where residences are being marketed.
- Participate on hiring panels, consultations, committees, etc., as requested.
- Additional duties as assigned by the designated supervisor or designate.

STATEMENT OF DECLARATION

The health and safety of students, staff, and guests in the residence is a paramount concern for Student Housing Services (SHS). To provide such an environment, SHS employs various staff (e.g., Residence Life Staff [RLS], Guest Registration & Door Staff, Duty Staff, etc.) who demonstrate, through selection and performance management measures, superior capacity (a) as a role model, through compliance with expectations (i.e., Residence Community Living Standards [RCLS], Job Description, RLS Code of Conduct, and Employment Contract); and (b) to make independent decisions as a para-counselor to students in need and first-responder in crisis situations (in applicable positions).

In order to ensure quality applicants, SHS will review the residence history of all applicants, which includes, but is not limited to behavioural, conduct, and employment (some positions also must meet an academic standard). Applicants whose non-academic misconduct (i.e. violation of RCLS) or employment history are deemed to be above the acceptable threshold will not be invited to the interview phase. An applicant's behavioural history (i.e. personal wellness, mental health) is reviewed by a non-hiring manager at point of offer. Where there is a bonafide concern with an individual's behavioural history (based on the requirements of the job) an a) offer of employment will be conditional upon the applicant meeting specified expectations that ameliorate the concerns or b) an offer will not be made. Students on Residence Probation are ineligible to apply for SHS staff positions.

Note: Summer RA's must be taking courses at the University of Guelph in the summer semester with any exceptions approved by the Associate Director, Residence Life.