



JOB DESCRIPTION F17-W18 SENIOR RESIDENCE ASSISTANT

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| CONTRACT PERIOD: | Fall: Beginning of Residence Life Staff Training (mid to late August 2017) until 24 hrs after last scheduled exam (December 2017). Winter: Opening of residences until noon on check-out day (April 2018). |
| REMUNERATION: | The hours expected of a Residence Assistant vary according to the needs of the community. Senior Residence Assistants will receive a stipend of \$3720.88/semester (currently under review) and are guaranteed a single room in residence. Senior Residence Assistants are responsible for covering their Residence fees and will pay a RLS Room Rate. |
| REPORT TO: | Senior Residence Assistants will report directly to the designated supervisor who will provide training, support and assistance in the execution of the Sr. RA's responsibilities. |

POSITION SUMMARY

Senior Residence Assistants are senior staff members who have the same responsibilities as a Residence Assistant and additional responsibilities as mentors to other team members. Senior Residence Assistants act as a liaison between the staff team and the designated supervisor. They have responsibility for community management and community building, in addition to disseminating information from the University community and providing information about their community and Senior Section to their designated supervisor. Senior Residence Assistants are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth. Due to the nature of the position, one full academic year as a member of Residence Life Staff is a requirement to apply.

RESPONSIBILITIES

A. COMMUNITY BUILDING AND EDUCATION

- Hold Community Meetings every 2-3 weeks in your community.
- Engage residents in dialogue to promote a sense of shared vision and expectations within the community.
- Using the Community Development Model plan, assist residents with their understanding of community living, and encourage residents to take an active role in protecting, managing and building their own community.
- Establish, develop and maintain an open relationship with each member of your community, regularly interacting with each resident. Be available to residents regularly, particularly in the evenings and on weekends and provide information to them as to when you will be available.
- Be alert to the needs of new students who may transfer into the community at various points of the year.
- Mediate roommate and floor problems with the students involved and refer to (A)RLM 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 your own personal limits.
- Role model appropriate and healthy behaviour to student, upholding the Residence Community Living Standards.

C. TEAM DEVELOPMENT

- Hold weekly Senior Section meetings.
- Act as a mentor and role model to Senior Section members.
- Offer advice and suggestions to Residence Assistants in programme development and community management.
- Provide leadership opportunities to RLS as the year progresses (i.e. lead Senior Section meetings and programmes).
- Follow-up with Residence Life Staff on any team dynamic issues that may arise and document appropriately.
- Organize opportunities for the team to socialize in a formal and informal setting, in collaboration with the Community Assistant(s)
- Encourage collaboration, idea sharing, team building and a positive work environment among team-mates.
- Be familiar with the importance of addressing and resolving conflicts in a positive manner and handling a variety of group dynamics in a team environment.

C. C. CO-CURRICULAR LEARNING ENVIRONMENT

- Fulfill co-curricular requirements as per the Residence Life Community Development Model
- Practice risk management when planning and implementing programmes.
- Coordinate one Senior Section building-wide programme per semester based on the needs of the students in the building.
- Support Hall Council and Campus-Wide programs throughout the course of the year.
- Facilitate and participate in Orientation Week activities.
- Role model effective programming to RLS and involve the team/Senior Section in programming initiatives.

D. 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.
- Complete on-call shifts according to the schedule and fulfill responsibilities as outlined by your (A)RLM.
- Check-in with the Desk and pick-up the on-call cell phone at the beginning of each on-call shift. Utilize proper cell phone usage protocol while on-call.
- Utilize the appropriate individuals while on call, including the designated supervisor On-Call.
- Maintain a strong understanding of, and communicate to residents 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.

E. ADMINISTRATIVE FUNCTIONS

- Attend weekly Senior Section, Programming, Senior-Team, and Monday Night Staff meetings.
- Read and familiarize yourself with any publications and training material distributed by SHS.
- Create monthly RLS On-call schedules, in coordination with the RLM
- Communicate regularly with the designated supervisor through weekly logs, meetings, drop-ins, email, voicemail and other documentation as required.
- Use online resources through the RLS website such as the Conduct Coordinator (MyCoCo) software to properly and promptly document incidents, and online logs to record programmes and on-call activities.
- Ensure privacy is maintained with respect to residents' behaviour and incidents occurring in residence.
- Report all facility issues to the Residence Desk and document in your weekly log for your (A)RLM to review.
- Develop positive relationships with Desk Staff, Housekeeping Staff and other members of the Residence community.
- With the assistance of the other Senior Residence Assistant(s) develop on-call rotations and calendars for the building.

E. ADDITIONAL DUTIES

- 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 Table 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 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.