

RESIDENCE ADVISOR POSITION DETAILS

1 – Resource, Helper, and Role Model

- a) Read, understand and model the expectations of student behaviour detailed in the Resident Advisor Conditional Offer of Employment, the Student Resident Agreement (SRA), the Residence Handbook, the Residence Community Living Standards (RCLS) and associated residence and college/university handbooks, policies and procedures.
- b) Be visible, approachable and accessible during scheduled shifts and associated duties.
- c) Serve as a role model for others at all times; behaving in a manner that exemplifies the values of the residence and college/university community.
- d) Respond to questions and concerns raised by the community in a timely and responsible manner.
- e) Assist with the resolution of conflicts in the community, such as roommate conflicts.
- f) Assist residents with personal, social and academic concerns and refer residents to appropriate resources as required.
- g) Serve as a liaison between the Residence Staff, the college/university and students
- h) Respond to and provide assistance during residence emergencies or student crises.
- i) Maintain the highest level of confidentiality in regards to resident issues.

2 – Programmer / Community Builder

- a) Work with the Residence Life Coordinator (or designate) to assess community needs and to develop monthly programming which attempts to address the needs identified.
- b) Plan, implement and evaluate a minimum of one social program and one educational program per month. This number may increase at the discretion of the Residence Life Coordinator (or designate).
- c) Maintain and update the assigned bulletin board(s).
- d) Advise all staff and students about planned activities through individual and group meetings.
- e) Encourage all residents to become involved in floor, residence, and campus activities.
- f) Hold a floor meeting once per month designed for discussing community concerns, planned activities, and other issues outlined by the Residence Life Coordinator (or designate).

3 – General Responsibilities

- a) As scheduled by the Residence Life Coordinator (or designate), Full-time RAs are expected to work a minimum of one (2) shift per week (approximately 6 hours), and Part-time RAs are expected to work a minimum of one (1) shift bi-weekly (approximately 8 hours).
- b) Attend all scheduled meetings, including but not limited to:
 - i. A one hour weekly staff meeting; and
 - ii. Regular individual reporting meetings with the Residence Life Coordinator (or designate).
- c) Attend all scheduled training sessions, including but not limited to:
 - i. Pre-service orientation and information sessions (1-2 days in April);
 - ii. Residence Life Staff Property Training Program (1-2 weeks in August);
 - iii. Residence Life Staff Training Conference (1 week in August); and
 - iv. In-service training sessions (1-2 hours/month and 1 day in January).
- d) Complete all assigned administrative tasks, including but not limited to: incident reports, property event request forms, event evaluations, waivers, on-call shift reports, maintenance work orders, etc.
- e) Wear the RA uniform as directed.
- f) Remain in the residence during scheduled shifts and/or while 'on duty.'
- g) Complete all other duties as required by Residence Management.