

## **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

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## 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;



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