

RESIDENT ASSISTANT

POSITION DESCRIPTION

Department: Residence Services

Division: Student Experience

Reports to: Residence Life Coordinators & Residence Life Team Leader

Updated: October 2023

POSITION PURPOSE:

The Resident Assistant provides support and leadership to their residence community in the Residence Curriculum areas of focus, personal growth, campus engagement and social responsibility.

KEY POSITION FUNCTIONS:

1. Community Development, Management & Support

- Introduce students to the residence and campus community and support their transition needs
- Foster a positive, friendly, inclusive atmosphere conducive to learning and facilitate the development of healthy, friendly relationships among residents
- Recognize and refer students with mental, emotional, academic and physical concerns to other professionals on campus or within the community
- Help students adjust to the realities of residing with a roommate, suite mates and floor mates and facilitate roommate mediations as necessary

2. Programming/Learning Strategies

- Implement programs/learning strategies (ex. floor/section meetings, weekly visits, roommate success plans etc.) in accordance with the Residence Curriculum
- Participate in a minimum of one Residence Life programming committee
- Actively promote & attend ALL (when possible) building wide events, activities, programs and initiatives from Residence Services, Windsor Inter Residence Council, Windsor Welcome Week and any other campus or community events deemed necessary by the Residence Life Management Team
- Update and maintain bulletin boards monthly with relevant and current information

3. Administration & Communication

- Attend and participate in training on specified dates
- Attend and participate in regular meetings
 - Bi-weekly or monthly 1:1 meetings with supervisor
 - Minimum bi-weekly residence life committee meetings
 - Weekly Residence Life Team meetings
- Assist with check in and check out of residents
- Adhere to a timely response to staff and students and timely submission of reports
- Assist with marketing, recruitment campaigns and departmental events/programs
- Maintain confidentiality in accordance with the Freedom of Information and Privacy Act and the policies/expectation of Residence Services

4. Leadership Development for Residents and Personal Development

- Promote student leadership opportunities, particularly residence opportunities
- Participate in professional development sessions promoted by the Residence Life Management Team
- Participate in the Residence Life Staff hiring process for the following year

5. On-Duty Responsibilities and Facilitating Student Conduct Process

- Explain and enforce Residence Policies & Procedures, the Residence Community Standards, Residence Student Conduct Process and the Residence License and Meal Plan Agreement and other rules and regulations of the University
- Respond to, document, and report all violations of the Residence Policies & Procedures, Residence Community Standards, Residence License & Meal Plan Agreement, emergencies, or facilities issues
- Adhere to on-duty shifts schedule and conduct responsibilities
- Assist others while on-call including other Resident Assistants, Community Assistants, Residence Life Coordinator and/or Campus Community Police
- Accept full responsibility for the use of master keys, access codes, peps and all accessible keys
- Know and execute emergency procedures including evacuation procedures
- Support and check in with student desk services staff throughout shift

6. Role Modelling

- Serve as a mature and positive ambassador of Residence Services on campus and in the greater community
- Maintain healthy and respectful boundaries with all residents
- Make appropriate personal lifestyle choices that reflect maturity and commitment to Residence Life, inclusivity of all community members and commitment to academic success

7. Team Development

- Act as a team player and support the work and/or challenges of assigned building team and the Residence Life Staff as a whole
- Contribute to a positive team dynamic through on-going communication and working to respectfully resolve conflicts

8. Assisting with Residence Facilities

- Monitor and report the physical conditions of the residence community
- Maintain cleanliness of personal accommodations as well as floor facilities to create a welcoming environment
- Assist with opening and closing of buildings at the beginning and end of the academic year
- Teach residents how to submit work orders and submit work orders for common areas in a timely manner
- Refer serious facilities concerns or on-going issues with work order to Facilities Coordinators
- Respond to requests from housekeeping to assist in keeping areas clean

9. Other Duties as Assigned

- Circumstances may arise that necessitate the transfer of this position within the residence system and Residence Life Staff team, or the adjustment of duties assigned during the term of this position

10. Resident Assistants returning to the role have the following additional responsibilities:

- Guide and support Resident Assistants in the implementation and enforcement of Residence Policies & Procedures, the Residence Community Standards, Residence Student Conduct Process and the Residence License and Meal Plan Agreement and other rules and regulations of the University
- Act as a role model in student interactions, conflicts, mediations, and community issues
- Offer constructive feedback to Resident Assistants in their performance of their job-related functions
- Role model strong, positive and professional relationships
- Take on a leadership role in the presentation of professional development and training opportunities
- Connect personally with each member of the Residence Life Staff team

SCOPE AND ORGANIZATIONAL STRUCTURE:

The Resident Assistant is one of approximately 50 student staff within Residence Services. They receive direction from the Team Lead and a Residence Life Coordinator. The Resident Assistant is also responsive to requests from the Department Head, Residence Facilities Manager and other residence staff when needed.

RATE OF PAY: \$10000 for academic year based on approximately 17 hours per week

NOTE: Resident Assistants are required to live in residence for the duration of their contract, are responsible for all fees associated with living in residence and must agree and abide to the Residence License & Meal Plan Agreement. Resident Assistants are guaranteed a single room with semi-private or private bathroom at a special staff rate.