

**CONTRACT PERIOD:**

**Fall:** Beginning of Residence Life Staff training (mid August 2025) until 24 hours after last scheduled exam (December 2025).

**Winter:** Opening of residences (January 2026) until noon on final check out day (April 2026).

**REMUNERATION:**

The hours expected of a Residence Assistant, Living Learning Communities vary according to the needs of the community.

Residence Assistants, Living Learning Communities (RA-LLC) will receive a stipend of \$11,216.58\*/year (under review) and a Residence Life Staff (RLS) Meal Stipend (valued at the cost of the Basic Food Dollars of a Minimum sized meal plan for the academic year - \$4200.00\* for 2024-2025).

RA-LLC will also receive a stipend for participation in August Residence Life Staff training. This stipend is commensurate to time spent at training. For the 2024-2025 year, the training stipend was approximately \$1150.00\*. *Note: The length of the training period for August 2025 may differ from the length of the training period for 2024.*

RA-LLC are responsible for paying their Residence fees and will pay a standard RLS Room Rate regardless of building assigned. This rate is equivalent to the lowest single room type rate for 2025-2026. The residence room rate for 2024-2025 was \$9,420.00\*. RA-LLC are guaranteed a single room in residence.

**\*All amounts above are under review.** Finalized room rate and stipend amounts for the 2025-2026 contract year will be communicated in summer 2025.

**REPORT TO:**

Residence Assistants, Living Learning Communities will report directly to the designated supervisor who will provide training, support, and assistance in the execution of the RA-LLC's responsibilities.

---

**POSITION SUMMARY**

Residence Assistant – LLC (RA-LLC) are senior students who are expected to act as mentors and offer support to students living in their assigned house. They have responsibility for community management and community building, in addition to providing enhanced learning opportunities around the house theme. RA-LLC are expected to develop quality working relationships with their colleagues. RA-LLC are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth. *The size and make-up of each Residence Life Staff team varies based on the unique characteristics of each building community. As such, the specific duties of a RA-LLC (and all other RLS positions, including the RLM or Manager-in-Training) will vary slightly on different teams*

**RESPONSIBILITIES****A. COMMUNITY BUILDING & EDUCATION**

- Live in the assigned Living Learning Community and serve as a resource to the students in your house.
- Hold bi-weekly house/floor meetings.
- Engage students in dialogue to promote a sense of shared vision and expectations within the community.
- Using the Residence Enrichment Model, 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 year.
- Mediate roommate and floor problems with the students involved and refer to Manager, Manager-in-Training 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.

**B. TEAM DEVELOPMENT**

- Attend weekly Staff meetings.
- Support the efforts of the other RA-LLCs and the other LLC communities.
- Work closely with the Interhall Council in your house.
- Encourage idea sharing, team building and a positive work environment among team-mates. Participate in opportunities for the team to socialize in a formal and informal setting.
- Encourage collaboration, idea sharing, team building and a positive work environment among teammates.
- 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. CO-CURRICULAR LEARNING ENVIRONMENT**

- Develop and submit a Programming Plan proposal by the second week of each semester. These should include:
  - Proposal of ideas for programs, tasks, and completion dates
  - The needs of the residents and the house theme to be met
  - Proposed budgets to be approved by the designated supervisor.
    - Semester Programming Requirements include:
      - Complete 1 smaller weekly theme-based program (ex: Eco House Soup Kitchen).
        - 2 per semester should involve faculty
      - Complete 1 larger theme-based active program per semester, excluding December and April (ex: Eco Village, World on a Plate, Reveillon)
      - Complete 1 academic-focused active program per month.
      - Complete 1 passive program per month. eg bulletin board or newsletter
      - Support hall and Campus-Wide programs throughout the course of the year.
      - Facilitate and participate in new student orientation activities, provide LLC-specific orientation opportunities for students.
      - Provide stress-buster activities during exam period in collaboration with Interhall Council.
      - Implement other programming, as required by the Living Learning Community
- Practice risk management when planning and implementing programmes.

**D. COMMUNITY MANAGEMENT**

- Take a community-based approach to addressing Residence Community Living Standards 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 the designated supervisor. This also includes daytime on-call shifts at peak times during the year (such as Homecoming, Halloween, and St Patrick's Day), and 24 hour on-call shifts during exam period.
- 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 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.

**E. ADMINISTRATIVE FUNCTIONS**

- Develop and submit a Programming Plan by the second week of each semester (See Section C).
- Work to promote the LLCs to the rest of the campus community (eg. Campus Days, Fall Preview, College Royal) and provide learning opportunities for other residence students (eg. World on a Plate, Open House).
- Attend weekly LLC Team / Monday Night Staff meetings.
- Attend program planning/debrief meetings with your Supervisor or Community Assistant - LLC.
- Fulfill Residence Life portfolios through the year (specifically during the Winter semester) as assigned by the designated supervisor or designate.
- 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 and document in on-call reports for RLMT review.
- Develop positive relationships with Desk Staff, Housekeeping Staff, and other members of the Residence community.

**F. 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 Registration and 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, 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 is 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.