

**CONTRACT PERIOD:**

**Fall:** Beginning of Residence Life Staff training (mid to late August 2024) until 24 hours after last scheduled exam (December 2024).

**Winter:** Opening of residences (January 2025) until noon on final check out day (April 2025).

**REMUNERATION:**

The hours expected of a Senior Residence Assistant vary according to the needs of the community.

Senior Residence Assistants will receive a stipend of \$5,341.23/semester (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 2024-2025).

Senior Residence Assistants will also receive a stipend for participation in August Residence Life Staff training. This stipend is commensurate to time spent at training.

Senior Residence Assistants 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 2024-2025. Senior Residence Assistants are guaranteed a single room in residence.

For reference, the amounts for the 2023-2024 year were as follows:

Semesterly Stipend: \$5,341.23/semester

Meal Stipend: \$1,570/semester

August Training Stipend: Approximately \$900-\$1100. *Note: The length of the training period for August 2024 may differ from the length of the training period for 2023.*

Residence room rate: \$4,486/semester

All amounts above are under review. Finalized room rate and stipend amounts will be communicated in summer 2024.

**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.

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**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, or significant outside leadership experience.

## RESPONSIBILITIES

### A. COMMUNITY BUILDING AND EDUCATION

- Hold Community Meetings in the community as described (at minimum) in the Residence Enrichment Model.
- 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 (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 the limits of the role.
- Role model appropriate and healthy behaviour to students, upholding the Residence Community Living Standards.

### C. TEAM DEVELOPMENT

- Hold bi-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 Enrichment Model.
- Develop and deliver community-based programs, this will include both proactive programs as outlined in the Residence Enrichment Model as well as reactive programs to respond to the needs of the community.
- Practice risk management when planning and implementing programs.
- Coordinate one Senior Section building-wide program per semester based on the needs of the students in the building.
- Support Interhall 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**

- Facilitate bi-weekly Senior Section meetings Attend weekly Senior team and Monday Night Staff meetings.
- Attend program planning/debrief meetings with your ARLM or Community Assistant.
- Read and familiarize yourself with any publications and training material distributed by SHS.
- Create monthly RLS On-call schedules, in coordination with the (A)RLM and Senior team.
- 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.
- 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 on-call reports for RLMT review.
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- Develop positive relationships with Desk Staff, Housekeeping Staff, and other members of the Residence community.

**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 Registration & 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, 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 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.