

Residence Assistant Position

Description 2024-2025

POSITION SUMMARY

Reporting to the Residence Life Community Supervisor, and Manager, Residence Life, Residence Assistants (RAs) are student leaders who are passionate about working with and supporting students living in residence. RAs live in residence as mentors responsible for creating and maintaining an emotionally and physically safe residential community. They have a responsibility to actively build a sense of community and as a result of this work students are more engaged, learn skills to persist and ultimately are more likely to graduate as a result of living in residence. RAs are expected to work as a team and to act as a collective unit demonstrating a commitment to Residence Life and their academics by adhering to the community standards as successful students.

ESSENTIAL RESPONSIBILITIES

The duties and responsibility of the Residence Assistant includes but are not limited to the following functions, which are not listed in any particular order of importance or significance:

Student Advisor and Role Model

- a) Act as a student advisor and role model for all students living in residence. Be highly visible, available and responsive to students' needs.
- b) Assist students with roommate agreements and conflict resolution. Provide assistance and act as a coach to help students persist and develop.
- c) Be knowledgeable of on-campus and residence services to act as a support and resource for students in need providing appropriate referrals. Areas including, but are not limited to:
 - Campus and community services (tutoring, academic skills, library, study groups)
 - Health and wellness
 - Time management and organization
 - Ability to live by the residence community standards as outlined within the Residence Handbook
 - Student Engagement
- d) Support the development of a living learning community, a sense of belonging, and responsibility among residents to increase their level of engagement in residence and college activities.
- e) Plan, promote and deliver a variety of social and educational programming (in both active and passive formats) that meets the needs of the students in the community.
- f) Monitor and directly engage with students one-on-one and in group settings to identify and meet their needs and answer their questions.

Student Support, Safety & Behaviour Management

- a) Promote a safe and healthy living learning environment using a team approach. Reinforce and explain Residence Community Standards to students, guests and visitors. Escalate situations to the Manager On-Call, Campus Security or emergency services as appropriate.
- b) Participate in regularly scheduled 'on-call' and office shifts to proactively address student behaviour, respond to student crises and medical emergencies, and assist student, staff and college personnel in resolving emergencies.
- c) Provide detailed, accurate and timely documentation via StarRez of student interactions, work orders, health & safety concerns and community standards violations.
- d) Serve as a role model to residents as they live in residence and learn about their rights and

responsibilities in the living learning community.

Other functions

- a) Fully participate in training, in-service learning and, staff meetings as scheduled.
- b) Promptly respond and proactively communicate with the Residence Life and Housing Services staff as required.
- c) Actively participate in major residence activities including, but not limited to, move-ins, mid-term inspections, residence-wide events/activities, Open House, end of semester activities, and move-out room checks.
- d) Provide residence office coverage as required.
- e) Complete related administrative tasks and other duties as assigned.

QUALIFICATIONS & REQUIREMENTS

1. Current enrolment as a full-time Fleming College student in good standing.
2. A minimum 2.5 cumulative GPA, maintained each semester of employment.
3. Required to live-in residence in the assigned room, as determined by Housing Services, noting room assignments may shift during the academic year as community and staff needs necessitate.
4. Demonstrated success and ability to provide living and learning advising to other students including peer mentoring and academic guidance.
5. A demonstrated commitment to, or interest in, inclusion and equity with experience providing coaching and social support to enable students to persist.
6. Excellent interpersonal communication, planning and time management skills.
7. Ability to develop and maintain professional and collaborative relationships with students and staff.
8. Standard first aid & CPR
9. A clear police record check with vulnerable sector screening

CONTRACT PERIODS:

Summer 2024 Semester - May 1st, 2024 – August 10th, 2024

Fall 2024 Semester: August 19th, 2024 – December 14th, 2024

Winter 2025 Semester: January 2nd, 2025 – April 19th, 2025

Dates subject to change as necessary to align with the academic schedule or residence operations

REMUNERATION:

The hours expected of a RA vary according to the needs of the community. RAs will receive a stipend that is based on the [rate of a single room](#) (\$4,075 per semester) and paid out in bi-weekly increments throughout the length of the contract. Should the contract date be altered, the stipend will be pro-rated. RAs are guaranteed a room in residence for the length of their employment. Additional benefits of the position include leadership training, transferable skills and professional development opportunities. Additional training, skill development and certification will be provided as follows:

1. safeTALK certificate
2. Sexual violence & bystander training
3. Non-violence crisis intervention training
4. Positive Space training
5. Anti-Oppression training