



Programming Resource Advisor 2021-2022 Job Description

JOB SUMMARY

Under the direction of the Residence Life Manager (RLM), the Programming Resource Advisors support the mandate of the Department of Student Housing and Hospitality Services by living in the assigned residence and acting as a resource for Residence Life Staff. Responsibilities include:

1. Promoting safe and secure communities
2. Providing programming support to residents and Residence Life Staff
3. Support the development of residence initiatives

RESIDENCE LIFE MISSION

To provide a safe and secure living/learning environment where residents have access to educational opportunities and related co-curricular programmes that promote personal growth and academic success.

COMMITMENT TO EQUITY AND INCLUSION

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit or Indigenous person.

ORGANIZATIONAL STATUS

All Programming Resource Advisors report directly to the RLM. Programming Resource Advisors work in collaboration with other Residence Life Staff, members of the University community, intramural coordinators, housekeeping/maintenance staff and Student Housing and Hospitality Services office staff.

WORK PERFORMED — BASIC DUTIES AND RESPONSIBILITIES

1. Staff Training and Development

All Programming Resource Advisors must:

- a. Attend and participate fully in the Residence Advisor August Training, January Training, in-service training and all additional training sessions throughout the year;
- b. Attend all staff meetings including area, small team and PR Advisor staff meetings as specified by the RLM;
- c. Contribute to the professional development of Residence Life Staff and/or assessment for residence initiatives.

2. Community Support

All Programming Resource Advisors must:

- a. Be involved in the Residence Life community as an active and involved member each week for the term of

appointment (as determined by your RLM) This is accomplished by:

- i. Being available throughout and participating in opening weekend, and
 - ii. Working approximately four to ten hours a week at the PR, and
 - iii. Fulfilling administrative responsibilities, when required.
- b. Complete all required responsibilities within an assigned portfolio;
 - c. Act as a resource and support for residents and Residence Advisors dealing with personal, academic, and administrative concerns, and make appropriate referrals when necessary;
 - d. Submit a written request to the RLM to obtain permission to be away from residence for a period longer than 24 hours. Be prepared to stay through Reading Week. Remain in residence through one day past the final day of exams (first term) and until 12:00pm (noon) on **May 1st 2022**. Advisors may be absent from residence up to three extended periods during the first term and two extended periods during the second term (i.e. weekends). These extended periods must be scheduled with and approved by the RLM;
 - e. Perform on call shift responsibilities, including patrolling residence areas on foot (may require walking alone within the residence area at night);
 - f. Address situations whenever in residence, respond to any emergency that may arise, and have an active presence in your community to allow you to be proactive with any resident or Residence Advisor's concerns;
 - g. Assist initiatives of the Department of Student Housing and Hospitality Services, residence leadership groups and other residents by promoting and participating in their events and activities.

3. Behavioural Standards and Regulations

All Programming Resource Advisors must:

- a. Know and observe the rules and regulations of both Residence and the University;
- b. Respond in a timely and appropriate fashion when violations occur;
- c. Investigate and document all violations in a timely fashion;
- d. Set an exemplary standard of conduct while in residence and/or the company of other residents at all times;
- e. Demonstrate an exemplary standard for the confidentiality of all information pertaining to students and Residence Life Staff.

4. Communication

All Programming Resource Advisors must:

- a. Create and contribute regularly to a newsletter for Residence Life Staff;
- b. Update programming room resources and communications regularly;
- c. Circulate and contribute to communication being dispersed to residents across all residence areas.

5. Departmental Administration

All Programming Resource Advisors must:

- a. Be familiar with the policies and procedures of the Department of Student Housing and Hospitality Services as outlined in the Residence Advisors' manual and Residence Contract and other departmental publications.
- b. Complete verbal and written reports professionally and in a timely manner.
- c. Provide assistance in dealing with administrative matters (i.e. maintenance reporting and investigating damage assessments, assisting with room inspections after students move out, assisting with move-out donation drive, etc.).

- d. Assist in the Residence Advisor recruitment and selection process, including participating in Carousel
- e. Create a transition report that reflects their portfolio each term.
- f. Perform other duties as assigned.

REQUIREMENTS

1. Be a registered UBC student and meet the requirements to live in the assigned residence area;
2. Live in assigned staff accommodation, and are not permitted to share their staff accommodation with another person, unless they have received prior written authorization from the Associate Director, Residence Life.
3. Maintain a minimum academic standing of 65%;
4. Any other proposed employment or extra-curricular activities must be discussed with and approved by the Residence Life Manager before the Residence Advisor can commit to it. A maximum of twelve hours per week of additional employment and/or extra-curricular involvement is permitted;
5. Prior to signing an Advisor Employment Contract, any proposed time away from residence for academic practicums, placements, field school, etc. must be discussed with and approved by the RLM;
6. New Residence Advisors must provide a Criminal Record Report to document that no relevant criminal record exists and certification of sufficient First Aid and CPR prior to arriving for Residence Advisor Orientation.

TERM OF APPOINTMENT

For the period of August 20th, 2021 to May 1st, 2022 only. *

REMUNERATION

For the term of appointment, a Programming Resource Advisor receives \$9,264.⁰⁰, paid in semi-weekly installments.

**Please note that dates and remuneration are based on the current contract period and are subject to change.*