



Residence Advisor 2021-2022 Job Description

JOB SUMMARY

Under the direction of the Residence Life Manager (RLM), the Residence Advisors support the mandate of the Department of Student Housing and Hospitality Services by living in the assigned residence and promoting residence communities which are:

1. Safe and secure
2. Conducive to academic pursuits
3. Conducive to personal growth and learning

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 residence advisors report directly to the RLM. Residence Advisors work in collaboration with 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

- 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, both area and small team staff meetings

2. Community Support

All Residence Advisors must:

- a. Be in own residence community as an active and involved member each week for the term of appointment (as determined by your RLM), and sleep in own room five out of seven nights each week. These weekly requirements must include a Friday and/or Saturday. This is accomplished by:

- i. Being available throughout and participating in opening weekend, and
 - ii. Using service requests from residents to initiate and build rapport, and
 - iii. Fulfilling administrative responsibilities, when required.
- b. Act as a resource and support for residents dealing with personal, academic, and administrative concerns, and make appropriate referrals when necessary;
- c. 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;
- d. Perform on call shift responsibilities, including patrolling residence areas on foot (may require walking alone within the residence area at night);
- e. Address situations whenever in residence. Respond to any emergency that may arise. Have an active presence in your community to allow you to proactive with any residents' concerns.

In suite-style residences, advisors are also required to:

- a. Meet the residents and know the majority of their names by the end of the first month of each term;
- b. Maintain a frequent presence in community and unit (as defined by the RLM);
- c. Complete frequent Unit Visits (as determined by the RLM);

In traditional-style residences, advisors are also required to:

- a. Meet the residents and know the majority of their names by the end of the first two weeks each term;
- b. Maintain a frequent presence in floor lounges and study lounges and an open door to promote availability while in the community;
- c. Host frequent community meetings (as determined by the RLM);
- d. Purchase and use a mandatory Meal Plan in the residence dining facilities. Regularly be visible and eat in the residence dining facilities with residents throughout the academic year.

3. Programming

All Residence Advisors must:

- a. Propose, implement and evaluate programmes which are varied both in content and target audience. These programmes must be approved by the RLM. These programmes or programme series must meet the needs of the residence community by completing all assigned programming requirements, and must support the residence life mission statement and the UBC Residence Life community building model;
- b. The quality and quantity of programmes expected will be outlined by the Residence Life Manager during Advisor Orientation. Participation in building-wide or large scale programming and the involvement of campus partners is required. You are expected to run programmes consistently throughout the course of the year; and
- c. 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.

4. Behavioural Standards and Regulations

- 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.

5. Departmental Administration

- 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 weekends.
- e. Attend/host frequent community meetings, and other administrative meetings as required.
- 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 24th, 2021 to May 1st, 2022 only. *

REMUNERATION

For the term of appointment, a Residence 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.*