



Senior Residence Advisor 2021-2022 Job Description

JOB SUMMARY

Under the direction of the Residence Life Manager (RLM), the Senior Residence Advisor supports the mandate of the Department of Student Housing and Hospitality Services by acting as a peer team leader/mentor for a building team. The Senior Residence Advisor is responsible to:

1. Excel in all duties and responsibilities of a Residence Advisor
2. Provide significant leadership to the development of the residence community
3. Provide peer leadership/mentorship for three to nine Residence Advisors
4. Foster and support the development of the unique identity within the building community

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

Senior Residence Advisors report directly to the RLM. Senior Residence Advisors work in collaboration with members of the university community, intramural coordinators, housekeeping/maintenance staff and Student Housing and Hospitality Service Office staff.

WORK PERFORMED — BASIC DUTIES AND RESPONSIBILITIES

- 1. Excel in all duties identified in the Residence Advisor position description**
 - See Residence Advisor position description;
 - Act as an exemplary Residence Advisor by excelling in all aspects of the role.
- 2. Provide significant leadership to the development of the residence and campus community**
 - Be visible and available to residents;
 - Role model appropriate behaviour to residents and Residence Advisors through their actions and attitude;

- Act as a resource to residents and Residence Advisors, making appropriate referrals when necessary;
- Develop programme initiatives and establish traditions for the building community and within the residence area;
- Coordinate significant residence projects (i.e. building-wide programmes, SLPs, team initiatives, etc.);
- Consult with the RLM to identify and assist with problem-solving initiatives;
- Perform additional administrative responsibilities as assigned.

3. Provide peer leadership/mentorship for Residence Advisors

- Communicate regularly with Residence Advisors in assigned building team (5-11 advisors) to support their growth and success in the role, and offer guidance about various aspects of the Advisor role (programme development, community presence and involvement, resident contact and residence standards, etc.) when needed;
- Schedule and chair a weekly building team meeting;
- Foster leadership and coordinate skills in other Advisors (i.e. Returning Advisor relationships, programmes, etc.);
- Provide feedback to Residence Life Manager regarding Residence Advisor performance.

4. Foster and support the development of the unique identity within the building community

- Develop programme initiatives and establish traditions for the building community and within the residence area

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 Senior Residence Advisor receives \$12,325 Inclusive of vacation pay, paid in semi-weekly installments. *

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