



Residence Advisor 2025-2026 Job Description

JOB SUMMARY

Residence Advisors help enhance the residence experience by using a peer-to-peer approach to support wellness, safety and security, community building and personal development for students in residence. Residence Advisors do this by facilitating connections between students who live in residence and connections between students and the available resources in residence and on campus.

RESIDENCE LIFE MISSION

Residence Advisors support the mission of Residence Life within Student Housing & Community Services, 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 and healthy residence communities. 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

Under the direction of the Residence Life Manager (RLM), the Residence Advisors work in collaboration with members of the university community, Residence Front Desk staff, housekeeping/maintenance staff and Student Housing and Community Services office staff.

WORK PERFORMED — BASIC DUTIES AND RESPONSIBILITIES

The Residence Advisor role encompasses several different facets including Community Support & Visibility, Programming, On-Call Rounds & Response, Residence Standards, Meetings & Administration and Training & Development.

Community Support & Visibility

- Be active, involved and available to residents in their community by maintaining a frequent presence in floor lounges and study lounges and an open door to promote availability, giving special consideration to their visibility in the residence community.
- Meet, learn the names of, and get to know all students in their community so that they can understand individuals' needs and most effectively promote holistic growth and academic success.

- Act as a peer mentor by helping students navigate personal, academic, or administrative concerns, often by making referrals to the most relevant and appropriate resources.
- Host frequent community meetings and conduct unit visits to build relationships with the students in their community.
- In traditional-style residences, 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.

Programming

- Propose, implement and evaluate required programs within the UBC Residence Life community building model that aids in students' sustained success throughout their university experience.
- Foster a positive and engaging sense of community within their residences by regularly organizing fun activities for students that cultivate positive traditions and healthy environments.
- Participate in building-wide or large-scale programming and assist initiatives of the Student Housing and Community Services, residence leadership groups and other residents by promoting and participating in their events and activities.
- Ensure print materials and displays in residence are relevant, up-to-date, and well maintained.

On-Call Rounds & Response

- Perform on-call shift responsibilities, including patrolling residence areas on foot (may require walking alone within the residence area at night).
- Address situations whenever in residence. Respond to student concerns and any emergency that may arise.
- Communicate with the RLM and or Front Desk staff as appropriate for serious afterhours concerns.

Residence Standards

- Know and observe the residence contract as well as university rules and regulations.
- Respond in a timely and appropriate fashion when violations occur. This includes investigating and documenting all violations in a timely fashion.
- Set an exemplary standard of conduct while in residence and/or the company of other residents at all times.

Meetings & Administration

- Be familiar with the policies and procedures of the Department of Student Housing and Community Services as outlined in the Residence Advisors' manual and Residence Contract and other departmental publications.
- Provide, review and respond to regular updates from RLM; this includes but is not limited to completing regular written reports and providing frequent and accurate written documentation for all significant student interactions.
- Maintain consistent communication with other staff members, including but not limited to: the Residence Advisor team, other staff in your residence area (Residence Front Desk, Maintenance etc), and other prescribed working groups.

- 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, delivering letters etc.).
- Assist in the Residence Advisor recruitment and selection process, including participating in carousel weekends.
- Perform other duties as assigned.

Staff Training & Development

- Participate in Advisor Orientation training prior to the beginning of the academic year (August Training) and supplemental in-service training throughout the academic year.
- Develop foundational knowledge in competencies including: community building, student support with respect to diversity, equity, inclusion, and indigeneity, conflict mediation, mental health literacy, awareness of campus resources, and more.
- Attend regular staff and administrative meetings, and regularly scheduled one-on-one meetings with your RLM and Senior Advisor.

CONFIDENTIALITY

- Confidentiality in the Residence Advisor role necessarily extends to the RLM. Residence Advisors are expected to share significant student interactions.
- Residence Advisors are privy to sensitive student information and must therefore maintain strict adherence to all policies and guidelines related to confidentiality and privacy.
- This strict confidentiality requirement extends into the future beyond the term of employment.

SUPERVISION RECEIVED

Residence Advisors meet periodically with a RLM to discuss student concerns, matters related to student engagement in their assigned community, and to review completion of job expectations. The Residence Advisor is expected to discuss matters of student wellbeing and community conduct with a RLM. This includes escalating concerns to the attention of a RLM in a timely manner.

SAFETY

Residence Advisors prioritize their own safety and then the safety of others. This means always following relevant protocols and procedures outlined during Advisor Training, supporting residents with timely and appropriate referrals, promptly escalating safety concerns to the RLM, and never hesitating to contact the RLM or 9-1-1 as needed.

MINIMUM QUALIFICATIONS

- Be a registered UBC student and meet the requirements to live in the assigned residence area.
- Provide satisfactory completion of a criminal record check.
- Be in good academic standing at the time of application and throughout the employment term.
- Purchase a residence meal plan if the assigned residence area requires participation in a meal plan.

PREFERRED QUALIFICATIONS

- Have lived in on-campus housing.
- Strong interpersonal skills and a high degree of approachability.
- Demonstrated ability to interact positively with an intersectional community with various needs.
- Ability to be a strong academic role model.
- Ability to work collaboratively.
- Experience with event planning.
- Experience responding to emergencies or critical incidents, and a demonstrated ability to contact first responders and escalate to management.
- Strong written and oral communication.

TERM OF APPOINTMENT

For the period of August 18th, 2025 to April 26th, 2026 only. *

REMUNERATION

For the term of appointment, a Residence Advisor receives \$10,803.⁹⁸, paid in semi-monthly installments. *
Residence Advisor participating in mandatory meal plans receive a 20% discount towards a meal plan.

**Please note that dates and remuneration are based on the current contract period and are subject to change.
Amounts are inclusive of vacation pay.*