



Senior Residence Advisor 2025-2026 Job Description

JOB SUMMARY

Senior Advisors help enhance the residence experience by using a peer-to-peer approach to lead a team of Residence Advisors; in addition to supporting wellness, safety and security, community building and personal development for students. Senior 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. Seniors Advisors are experienced Residence Life student staff members, empathetic listeners, and good relationship builders who are looking to further enhance their skills in conflict management, community development, team development and administrative duties.

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 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

Senior Residence Advisors report directly to the Residence Life Manager (RLM). Senior 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 Senior Advisor role encompasses several different facets including Community Support & Visibility, Leadership & Support, Programming, On-Call Rounds & Response, Residence Standards, Meetings & Administration and Training & Development.

Excel in all duties identified in the Residence Advisor position description

- See Residence Advisor position description.
- Act as an exemplary Residence Advisor and role model by excelling in all aspects of the Advisor role.

Community Support & Visibility

- Be visible and available to residents and Residence Advisors by maintaining a frequent presence in floor lounges and study lounges and an open door to promote availability while in the community.
- Role model student success and 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.
- 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.

Leadership & Support

- Facilitate development of an effective small team by creating a culture of consistency, communication and support.
- Provide leadership to a small team by scheduling and facilitating weekly meetings focused on topics such as team consistency, residence programs and events, and community concerns.
- Communicate regularly with Residence Advisors through one-on-one meetings aimed to support community presence and involvement.
- Offer guidance to Residence Advisors about the Residence Contract, program development, community presence and residence standards.
- Provide updates on the residence community to the RLM, as well as the performance of Residence Advisors.

Programming

- Develop program initiatives that support residents' social, academic and personal needs and establish traditions for the building community within the residence area.
- Work with Residence Advisors to plan, coordinate and implement residence programs and initiatives that meet all requirements identified by the Residence Life community-building model, outlined during Advisor Orientation training.
- Enhance the residence community and develop an environment that is conducive to academic success and co-curricular opportunities by coordinating and implementing the Residence Life community-building model in an assigned community.

On-Call Rounds & Response

- Participate in the Senior On-Call rotation, provide support and guidance to the on-call Advisors, 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 Senior Advisor and 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.

CONFIDENTIALITY

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

SAFETY

Senior Advisors prioritize their own safety and then the safety of others. This means always following relevant

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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.

SUPERVISION RECEIVED

The Senior Advisor reports to the RLM.

Senior Advisors meet periodically with RLM to discuss student concerns, matters related to student engagement in their assigned community, and to review completion of job expectations.

The Senior Advisor is expected to discuss matters of student wellbeing and community conduct with an RLM. This includes escalating concerns to the attention of a RLM in a timely manner.

MINIMUM QUALIFICATIONS

- Be a registered UBC student and meet the requirements to live in the assigned residence area.
- Have previously been a Residence Advisor.
- 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 13th, 2025 to April 26th, 2026 only. *

REMUNERATION

For the term of appointment, a Senior Residence Advisor receives \$14,662.²¹, paid in semi-monthly installments.

* Senior 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.*