



JOB DESCRIPTION

Senior Advisor 2018-2019

RESIDENCE LIFE MISSION

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

OVERVIEW

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. Senior 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.

MISSION

The Senior Advisor supports the mandate of Student Housing and Hospitality Services by working under the direction of the Residence Life Manager (RLM) to:

- Manage an assigned residence community.
- Pursue leadership opportunities that enhance the residence experience.
- Schedule and coordinate community-building initiatives and provide intentional mentorship to a team of residence advisors.
- Complete duties outlined in the Residence Advisor Job Description.

The Senior Advisor is required to work a minimum of 18-20 hours per week.

ORGANIZATIONAL STATUS

The Senior Advisor reports directly to the RLM and works in cooperation with Residence Advisors, members of residence councils, housekeeping and maintenance staff, and front desk staff.

WORK PERFORMED – BASIC DUTIES AND RESPONSIBILITIES

LEADERSHIP AND 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 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 and residence standards.
- Track completion of required tasks, follow-up on programs, unit visits and “IN” night responsibilities, and provide feedback to Residence Advisors.
- Communicate frequently with the RLM to provide updates on the residence community, as well as the performance of Residence Advisors.
- Receive ongoing feedback, including but not limited to meeting with supervisor for a mid-term evaluation in October or November and an end of term performance evaluation in December.

- Attend development workshops focused on responding to personal and professional needs within the Senior Advisor role.

ADVOCATE PERSONAL AND ACADEMIC SUCCESS

- Develop an environment that is conducive to academic success and co-curricular opportunities by coordinating and implementing the Student Housing and Hospitality Services community-building model in an assigned community.
- Assess and support residents' social, academic and personal needs.

PROGRAMMING

- Work with residence advisors to plan, coordinate and implement residence programs and initiatives that meet all requirements identified by the management team.
- Communicate regularly and liaise with the residence council to ensure program information is shared widely with the community. Ensure print materials in residence are relevant and up-to-date.

BEHAVIOUR STANDARDS AND REGULATIONS

- Demonstrate knowledge and understanding of residence standards and the Residence Contract by displaying positive behavior to residents and staff.
- Maintain a highly visible presence for residents and staff in assigned residence area.
- Assist Residence Advisors and the RLM with resident concerns. Identify and respond to concerns effectively.

ADMINISTRATIVE DUTIES

- Provide regular updates to Residence Life Manager; this includes completing weekly written reports, and providing written documentation for all significant student interactions in a timely fashion.
- Review Residence Advisors' written documentation of standards violations before submission to the Residence Life Manager.
- Attend all scheduled meetings, including weekly one-on-one sessions with the RLM, group meetings with Residence Advisors, and various team meetings, as required.
- Coordinate and participate in a monthly duty schedule, as well as "in" night requirements.
- Assist with Residence Advisor recruitment and selection. Participate in carousel interviews.

TRAINING AND DEVELOPMENT

- Attend Senior Advisor training and participate regularly in personal and professional development opportunities offered by Residence Life.

CONSEQUENCE OF ERROR/JUDGMENT

Poor judgment or failure to maintain policies and standards could result in loss of property or injury to residents or staff, decreased student satisfaction, retention and recruitment, and potential legal liability for the University. Department and University credibility and image are strongly impacted by ongoing interactions with students, parents, campus organizations and the community at large. Poor performance could result in failure to provide a comprehensive residence experience for students, as mandated by the University and the department of Student Housing & Hospitality Services.

REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Previous university residence experience is required.
- Minimum 18-20 hours per week is required.
- Be a registered UBC student and meet the requirements to live in the assigned residence area.

- Live in assigned staff accommodation and are not permitted to share staff accommodation with another person, unless prior written authorization is received from the Assistant Director of Residence Life.
- Maintain an academic standing of 65%.
- Working knowledge and/or experience building a cohesive unit with a group of diverse individuals.
- Excellent leadership, communication and interpersonal skills.
- Effective organization, time management, critical thinking and problem solving skills.
- Passion for student success and living in residence.

TERM OF APPOINTMENT

August 15, 2018 to April 29, 2019.

REMUNERATION

\$12,070 for the term of the appointment