

Residence Advisor 2020-2021

Job Description



Residence Life Mission

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

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 Advisors are empathetic listeners, good relationship builders, and are looking to enhance their skills in conflict management, event management, teamwork, and community development. Residence Advisors support the mission of UBC Residence Life within Student Housing & Hospitality Services.

Organizational Status

Residence Advisors report to the Residence Life Manager (RLM). The Residence Advisor works in cooperation with members of the area councils, SHHS Facilities and Building Services staff and residence front desk staff.

Work Performed

Community Support & Engagement

Peer Support

- In first-year residences, meet and know the names of residents assigned to their floor community by the end of the first month of each term.
- In suite-style residences, go door-to-door in assigned area to meet and greet residents by the end of the first two weeks of each term. Know the majority of residents' names in the assigned area by the end of the first month each term.
- Provide residents with information and assistance for personal, academic and administrative concerns and make appropriate referrals.
- Share information directly with the RLM that is required to provide support and effective management of the residence community. This is especially important when the health and/or safety of an individual or the community may be at risk.

Presence, Visibility & In-Nights

In first-year residences, the Residence Advisor is required to:

- Be available throughout and participate in Residence Opening Weekends and related activities.
- Be visible and eat regularly in the residence dining room throughout the academic year.

In suite-style residences, the Residence Advisor is required to:

- Be present and regularly visible to residents throughout the academic year. This is accomplished by: being available throughout and participating in Residence Opening Weekends, using support requests from residents to initiate interactions and build rapport, fulfilling administrative duties, when required.

In both first-year and suite-style residences, the Residence Advisor is required to:

- Perform “in” night responsibilities, patrol residence area, on foot, as required. This may require walking alone within the residence area at night.
- Respond to any emergencies that may arise in residence.
- Be in own residence room or on the assigned floor at least three out of seven evenings/nights (8 p.m. to 7 a.m.) each week for the term of appointment. These weekly requirements must include a Friday or Saturday.

Activity & Event Planning

- Under the direction of the RLM, propose, implement, and evaluate programs and events which are varied in both content and target audience. Programs must support the Residence Life mission statement and the Residence Life community-building model, which is outlined during Advisor Orientation training.
- The quality, quantity and schedule of events and activities expected will be outlined during Advisor Orientation training.
- Assist Student Housing & Hospitality Services and support the residence area council and other residents in promoting and implementing positive events and activities, and participate in the selection of these programs.

Supporting Conduct & Residence Standards

- Know and observe residence and 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.

Administrative Duties

- Be familiar with the policies and procedures of Student Housing & Hospitality Services as outlined in advisor training materials and the 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 written documentation for all significant student interactions.
- Maintain consistent communication with residents, and follow up on information as necessary.
- 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, Facilities & Building Services, etc.),

Target Programs (first-year residence) and other prescribed working groups.

- Provide assistance with administrative matters such as maintenance reports, investigating damage assessments, and room inspections.
- Assist with Residence Advisor recruitment and selection including participation in carousel recruitment interviews.
- Attend and/or facilitate community meetings, residence council meetings and other administrative meetings as required.
- Perform other duties as assigned.

Training & Development

- Attend and participate in Advisor Orientation training in August, ongoing training activities, the annual UBC Student Leadership Conference and any additional training sessions throughout the year.
- Attend regular staff meetings on Mondays (7 p.m. to 9 p.m.) and regularly scheduled one-on-one meetings with your supervisor.
- Receive ongoing feedback, including but not limited to meeting with supervisor for a mid-term evaluation in October or November and a mid-year performance evaluation in December.

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.

Qualifications & Other Requirements

- Be a registered UBC student and meet the requirements to live in the assigned residence area.
- Required to work a minimum of 15-17 hours per week.
- Live in assigned staff accommodation and are not permitted to share staff accommodation with another person (unless prior written authorization is received from the Associate Director of Residence Life).
- Purchase a residence meal plan if the assigned residence area requires participation in a meal plan.
- Maintain an academic standing of 65%.
- Any other proposed employment or extra-curricular activity must be discussed with and approved by the Residence Life Manager. Five to ten hours per week of additional employment or extra-curricular involvement is a guideline.
- No relevant criminal offense related to employment. *Completed criminal record check required.*
- Successful completion of CPR-A required.

Availability

- Prior to signing an employment contract for the Residence Advisor position, proposed time away for academic practicums, placements, field school, pre-booked travel tickets etc., must be discussed with and approved by the RLM.
- The Residence Advisor must submit a written request to the RLM to obtain permission to be away from residence for a period longer than 72 hours (including absences due to illness). Advisors stay in residence during Reading Week and until one day after the final day of exams (first term) and until April 30, 2021.
- The Residence Advisor may be absent from residence up to three extended periods during the first term and two extended periods during the second term. An extended period refers to one additional “out” night in a given week. These extended periods must be scheduled with and approved by the RLM. Extended leave periods will be evenly distributed throughout the employment term.

Term of Appointment

August 23, 2020 to April 30, 2021

Remuneration

\$9,082 for the term of the appointment. *Inclusive of vacation pay.*

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.