

NEW Residence Assistants (RAs)

Position Description

March 2024 - April 2025

- Contract Period:** **Spring/Summer:** Attending the Residence Life Team Orientation and complete self-directed training modules.
Fall: Residence Life Training (2 weeks prior to the start of move in day) until 24 hours after the last scheduled exam (December 2024).
Winter: 48 hours prior to the opening of Residences (January 2025) until 24 hours after the last scheduled exam (April 2025).
- Remuneration:** Residence Assistants are expected to work 10 hours per week. Residence Assistants will be compensated approximately \$6,000 for the year (currently under review), and are guaranteed a room in a two bedroom suite. Residence Assistants are responsible for covering their Residence Meal Plan (if under 60 credits), Room Deposit, and Parking fees.
- Report To:** Residence Assistants will report directly the Residence Life Coordinator who will provide training, support, and assistance in the execution of the Residence Assistant's responsibilities.

Are you proud to be a Timberwolf? Do you wish to make a difference in the University of Northern British Columbia (UNBC) community? If that's you – we have an opportunity for you!

What you get to do:

As a Residence Assistant, you get to open the doors to the UNBC experience by welcoming new and returning students home. You are a senior student who will act as a mentor and offer support to residents. You will create and maintain a positive and safe living environment conducive to social interaction, academic success, and personal growth for all residents. From time to time, you will communicate information between the University, your community, and your supervisor.

Here's what you bring to the table:

- ✓ Approachable and able to develop effective relationships with a diverse group of people
- ✓ Flexible and adaptable
- ✓ Proven ability to handle difficult situations with tact and diplomacy
- ✓ Demonstrated problem-solving and conflict management skills
- ✓ Passion for the UNBC student experience and Residence Life
- ✓ Looking to grow and build upon several previous leadership experiences

In order to succeed, you must meet the following requirements:

- ✓ You are a full-time student at UNBC, taking a minimum of four courses (12 credit hours) in any one semester. If you are a graduate student, you will need to be registered in at least 6 credit hours per semester
- ✓ Currently have a cumulative GPA of 2.5 and maintain a CGPA of 2.5 throughout the duration of the academic year; Academic Focus Residence Assistant must have a cumulative GPA of 3.0 and be able to maintain a CGPA of 3.0 throughout the duration of the academic year.
- ✓ Be able to provide a clear Vulnerable Sector Police Information Check
- ✓ Willingness to obtain an Occupational First Aid (Level 1) WorkSafeBC certificate
- ✓ Have and continue to maintain a clear student conduct history with the University
- ✓ Commit to living in Residence with another Residence Assistant

The Nitty Gritty of the Role

A: Community Support

Community Support includes role modelling, being present in Residence and in your assigned floor, providing resource and support to your assigned residents. Residence Assistants are peer leaders in the Residence community, and are expected to be professional and respectful of our diverse populations at all times.

- Residence Assistants will respect and uphold all Housing and Residence Life policies. RAs will role model how to successfully thrive in the Residence environment
- RAs will act as the first point of contact and resources for students living in Residence
- RAs will be visible, available, and accessible within the Residence community. This includes making Residence their primary home, and spending time in the common spaces (i.e. dining hall)
- Develop personal relationships with residents through events, casual conversations, RA chats, community meetings, and other forms of communication
- Be aware of the changing community dynamics, and address conflicts between residents proactively. RAs will seek the assistance of their supervisor when the need arises

B: Community Engagement and Transition

Community Engagement and Transition includes participating in Residence orientation and transition, facilitating monthly programs or events, hosting community meetings, supporting the Housing Office with Move-in and Move-out tasks, and completing mid-semester room inspections

- RAs will support the Housing & Residence Life department with Fall & Winter new student initiatives (i.e. Orientation week), as well as during Move-in and Move-out periods in Residence
- Use and follow the Residence Assistants (RA) Manual to plan, promote, and implement floor-based programs on a monthly basis; enhancing the Residence experience for students
- Support all Housing & Residence Life Department, Campus Partners, and Residence Council sponsored events, through promotion and attendance
- Work alongside the Operations Coordinator to conduct mid-semester room inspections as directed by the Residence Life Coordinators

C: Community Safety and Incident Response

Community Safety and Incident Response includes promoting, responding to, and maintaining residents' safety and wellness in Residence. This will occur in partnership with UNBC Security Services, during and outside of your on-call shifts

- Perform scheduled on-call support duties as determined by the Residence Life Coordinators
- Respond to emergency situations as appropriate and directed; informing the Residence Life Coordinators of issues arising from their community and Residence at large in a timely manner. This may occur outside of scheduled on-call shifts
- Refer any issues that are beyond the scope of an Residence Assistant to the Coordinator on Call or UNBC Security Services
- Work in collaboration with the Residence Life Coordinators and Campus Partners (e.g. Campus Security, Wellness & Health Services etc.) to provide support for significant occurrences within the Residence community. During emergency situations (e.g. power outages, severe weather warnings) this may occur outside of regular Residence Assistant duties and include the greater UNBC community
- Exercise sound and responsible judgement
- Remains within the UNBC campus (Prince George) during on-call shifts
- Complete Incident Reports as required
- Inform the Residence Life Coordinators of maintenance issues when necessary, including spaces that are not assigned to the Resident Assistant; reporting any existing facility conditions or misuse that is a violation of the *Residence Life Community Standards* (i.e. tampered fire alarm)

E: Administrative and Other Duties

Administrative and Other Duties include attending team meetings, participating in a bi-weekly check in with the Residence Life Coordinator, checking and responding to emails, participating in Residence Life projects, and communicating frequently with the Residence Life Coordinator.

- Attend the 2 week Residence Life Training in August, a 1 day refresher training in January 2025, and other ongoing training workshops as required
- Respond to communication from Housing & Residence Life professional staff in a timely manner, within 24 hours
- Assists with the recruitment, selection, and hiring processes of student leaders by assisting with information sessions, promotional campaigns, and other processes
- Works with the Senior Resident Assistants to ensure that the Resident Assistants work spaces are properly maintained
- Performs other duties as assigned by the Residence Life Coordinators that are consistent with the nature and expectations of this position description

Important Notes – Unusual Role Conditions

Residence Assistant will perform their duties through a combination of pre-determined and flexible hours – requiring weekend and evening time commitments throughout the year. As such, Residence Assistants cannot participate in more than 10 hours of extra-curricular, volunteer, or paid work. RAs are responsible for balancing their academic, personal, and student leadership commitments within this position. All RAs are entitled to two weekends (2 consecutive days) and one long weekend (3 consecutive days) away from residence each semester. Absences greater than 24 hours must be submitted to their Residence Life Coordinator at least one week (7 days) in advance, and are subject to approval.

Specialty Residence Assistants

As a Residence Assistant – Specialty Focus, you get to open the doors to the UNBC experience by welcoming new and returning students home. You are a senior student who will act as a mentor and offer support to residents. You will create and maintain a positive and safe living environment conducive to social interaction, academic success, and personal growth for all residents. From time to time, you will disseminate information from the University community, and provide information about your community to your supervisor.

Academic Focus

The Residence Assistant (RA) – Academic Focus plays an instrumental role in creating and maintaining a positive and safe living environment conducive to social interaction, academic success, and personal growth students living within Residence. The Residence Assistant (RA) – Academic Focus will be creating and facilitating academic focused programs to serve the needs of students, based on the Student Development Cycle. The Residence Assistant (RA) – Academic Focus has the responsibility of communicating and liaising between different academic resources on campus, the RLT, and their supervisors (the Residence Life Coordinators), to ensure reciprocal event/resource/knowledge sharing. In addition to communication and planning with academic resources, the Residence Assistant (RA) – Academic Focus will also be working with faculty where possible, to facilitate educational programs for residents.

Indigenous and Allyship Focus

The Residence Assistant – Indigenous and Allyship Focus plays an instrumental role in the planning, development and execution of large-scale initiatives and programming that focuses on expanding knowledge on Indigenous cultures. The Residence Assistant – Indigenous Focus will also be responsible for working primarily with their designated RLC, the First Nations Centre, and in the community. The Indigenous Focus RA is an experienced

student leader and is passionate about developing the sense of inclusivity in Residence, while building strong relationships and supporting our diverse community.

International Focus

Each semester, UNBC welcomes new international and exchange students from all over the world. International students are drawn to UNBC to experience Canadian life and culture. International and exchange students make up 40 percent of our UNBC population, with approximately 100 students residing in residence each semester. As a RA – International Focus, you will take the lead in welcoming and supporting over 100 new and returning international students each semester. Working in collaboration with other campus partners (i.e. International Education), your goal will be to assist in their transition to living in residence. Specific duties include (but not limited to): Facilitating events that introduce international students to our history and culture; creating bedding packages; and completing frequent check-ins.

Social Justice Focus

The Residence Assistant – Social Justice Focus plays an instrumental role in the planning, development and execution of large-scale initiatives and programming that focuses on enhancing social justice in Residence. The Residence Assistant – Social Justice Focus will also be responsible for working primarily with their designated RLC, as well as resources on campus and in the community. The Social Justice RA is an experienced student leader and is passionate about developing the sense of inclusivity in residence, while building strong relationships and supporting our diverse community.

Sustainability and Outdoor Education Focus

The Residence Assistant – Sustainability & Outdoor Ed. Focus plays an instrumental role in the planning, development and execution of large-scale initiatives and programming that focuses on expanding outdoor knowledge and encouraging sustainability initiatives. The Residence Assistant – Sustainability & Outdoor Ed. will also be responsible for working primarily with their designated RLC, as well as resources on campus and in the community. The Sustainability RA is an experienced student leader and is passionate about developing the sense of sustainability in Residence, while building strong relationships and supporting our Green community.

Wellness Focus

The Residence Assistant – Wellness Focus plays an instrumental role in the planning and executing of large-scale events for Residence students at large focusing on health and wellness promotion. The Residence Assistant – Wellness Focus will also be responsible for working primarily with their designated RLC, as well as the Wellness Center. The Wellness and Engagement RA is an experienced student leader, and is passionate about creating Health and Wellness promotion, while building strong relationships and nurturing school spirit throughout Residence.