

# (ALTERNATE) RESIDENCE ASSISTANT

## POSITION DESCRIPTION

RESIDENCE LIFE, UNB FREDERICTON

**UPDATED NOVEMBER 2022**

### OVERVIEW

Residence Assistants (RAs) are student staff members of the Residence Life Team who report directly to their community RLC. The primary role of the RA is to provide frontline support to the residents in their assigned area by providing a safe and positive environment, meeting residents' individual needs, and building a sense of community. The RA's support role is extended to the broader residence community through their participation in regular On-Call duty shifts.

Residence Assistants receive role-specific training to assist with their goal of enhancing the overall experience of UNBF residents. The RA's focus is on facilitating the development of the students in their assigned area, both individually through personal interaction, referrals and mentoring and collectively through community builders and engagement. Residence Assistants are the primary support for issues in their assigned area and work closely with their team members to address resident conduct, respond to crisis, and complete administrative tasks. RAs are required to be regularly available to community residents for the duration of their contract period.

The **Alternate Residence Assistant** role does not have designated duties or responsibilities during the academic year. They do, however, receive job-specific training during Pre-Term Leadership Training at the end of August to prepare them to fill a vacancy should one arise before or during the academic year. In return, they will receive a \$300.00 one-time payment for attending training. There will be no extra cost for moving into Residence early to attend training, and meals will be provided to you for the duration of the training program. If offered a position, they will take on the responsibilities as outlined in this position description.

### RESIDENCE ASSISTANTS' ROLE IN PUBLIC HEALTH AND SAFETY

The Residence Community at UNB Fredericton works in partnership with Public Health, the UNB Administration, and the Department of Public Education, Training and Labour to design to respond to Public Health emergencies.

In addition to providing front line support and contributing to community development, residence leaders will be called upon to assist with community management in response to emerging health and safety concerns. Residence Leaders play an important role in communicating enforcing important rules designed to reduce the possibility of community spread within the residence system during an event that is of concern for public health and safety. This may include any/ all the following tasks:

- Occasionally delivering food to a resident in isolation
- Virtually checking in on students in isolation
- Adapting events to include a virtual element so those in isolation may participate
- Communicating, clarifying, and enforcing, Public Health and UNB health and safety expectations

### MAJOR RESPONSIBILITIES AND PROFESSIONAL DOMAINS

#### PROFESSIONALISM AND ADMINISTRATION

Residence Assistants are responsible for acting with integrity as a representative of Residence Life, Student Services, and the University of New Brunswick. All RAs are expected to maintain regular

communication with Residence Administration and their community RLC and attend weekly team meetings. Due to the nature of the role, RAs will be exposed to private information regarding residents, and therefore maintaining confidentiality (as per the Residence Leader Confidentiality policy) is essential.

RAs are expected to be active participants in all official training events. This includes Pre-Term Leadership Training, winter term rejuvenation training (traditionally held in early January), transition themed training that is traditionally held in March, and additional professional development events offered based on community needs. New hires are encouraged to join in the March transition themed training (Bridging Day) in the year they are first hired, but attendance is not mandatory. RAs are also responsible for a variety of administrative duties. This includes completing a nightly on-call report, documenting incidents and community resolutions, completing self-evaluation forms, tracking end of term room checks, and other related duties as requested. RAs also assist and support the Residence Office staff with administrative tasks such as compiling and submitting room change requests, identifying facilities issues, promoting the completion of surveys, and informing students (through email, posters, or other means) of important information.

### COMMUNITY DEVELOPMENT

Residence Assistants use our Community Development Model framework to create a supportive living and learning environment for each individual student and develop a community wide sense of unity. The Community Development Model divides the Academic Year into four phases, and each phase has specific community building tasks that are relevant to student needs for that time of year. Resident Assistants support their communities by completing the following tasks:

<b>Community Development Task</b>	<b>Reach</b>	<b>Resident Participation</b>	<b>Frequency</b>
One on One Check Ins	Individually with each resident in the RA's assigned area	Mandatory	1 per semester
Community Meetings	Collectively with all residents in the RA's assigned area	Mandatory	3 per semester
Programs	Open to all residents of the RA's assigned area.	Optional	1 per phase
Community Builders	For the benefit of all residents of the RA's assigned area.	Passive	1 per week

### CONDUCT AND CRISIS MANAGEMENT

RAs assume responsibility for maintaining order within the immediate vicinity of residence and the meal halls. RAs will receive adequate training to effectively address an emerging crisis and how and when to engage an appropriate crisis response resource. This includes participation in an on-call rotation with other House RAs responding.

The RA-on-Call hours are from 4:30 pm-8am on weekdays and are extended to 24/7 coverage on weekends, the Fall and Winter check in dates, and during the exam periods. During this coverage, RAs are required to complete rounds of their community, interact with their residents, and document all events of significance, including community standard violations. The frequency of rounds will increase during peak hours. While on call, RAs will be trained and prepared to trouble shoot low level facilities and maintenance concerns and be provided resources to respond to issues beyond their training. On call responsibilities will be further clarified during Fall Leadership Training.

### TEAMWORK AND MENTORSHIP

The success of a residence program relies on the RA Team's ability to work as a cohesive unit. RA Team members are expected to show respect and consideration for their fellow leaders. Part of this consideration is modeled through completing job requirements as assigned and by making consistent, positive contributions during team meetings.

RAs are primarily mentored and supervised by their Community RLC, a full-time residence professional who is committed to providing student leaders with ongoing guidance, mentorship, and

professional development. However, all RAs will receive support, guidance, and mentorship with all members of the Residence Life Team as part of the On-Call duty schedule.

RAs who consistently do not meet performance requirements may be required to attend additional coaching sessions, complete additional training modules, be placed on formal probation, or dismissed from their role.

## **QUALIFICATIONS**

Successful Applicants will need to demonstrate the following:

- Completed at minimum one year of post-secondary education by the start of the posted position with an official record of good academic standing (minimum 2.5 AGPA).
- An established ability and interest in fostering student and community development. Preference will be given to:
- Applicants who intend to hold the position for the entire academic year

## **APPOINTMENT**

- Appointed by the Director (RL) in collaboration with the Residence Life Coordinator team
- Appointment terms are as per the Residence Leadership Agreement
- All appointments are offered in good faith, with the understanding that offers may be rescinded due to reduced residence occupancy. If an offer is rescinded due to low occupancy, the applicant will be offered a position on the RA Alternate Team.
- The first four months of any appointment is probationary, and continuing satisfactory performance is assessed in regular intervals as per the Community Development Model.
- Appointments begin when the leader takes possession of keys to their assigned RA room and conclude when all assigned end of term duties are completed (on the day following the official residence closure of each term, unless otherwise specified in letter of appointment).
- RAs are required to submit Residence Reapplications and Residence Application fees no later than May 15, 2023, to secure their position in residence. If there is a concern with the fee deadline, this must be communicated with the Residence Life Director before the deadline. If a RA's reapplication is incomplete their position will be considered vacated.

## **DURATION OF ASSIGNMENT**

All RAs are expected to be in residence from the beginning of Pre-Term Leadership Training in mid to late August until the day after all other residence students are required to check out of residence in December. For the Winter Term, RAs may be asked to return to residence one day before residence opens for students at large and may be asked to remain until the day after all other residence students are required to check out in April. RAs are also required to provide coverage during holiday weekends (Thanksgiving, Nov. 11, Easter) and both fall and winter Reading Weeks. Consistent presence during both exam periods is expected. This responsibility extends to continuous coverage in the event of a strike by University employees; a lock-out of employees by the University; or any other form of job action or labour unrest; health emergency; public health emergencies, whether localized, national, or international; unusually destructive or disruptive storms; as well as any extension of term from an extended pause of classes.

## **COMPENSATION**

All RAs will receive a credit against their residence fees equivalent to the room rate of their assigned location for the period of their contract. We strive to ensure that RA rooms are equitable, but exact accommodations will vary based on building assignment. RAs are responsible for all other residence fees, including meal plan fees, house dues, and communication fees.