



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Student Housing and Hospitality Services

JOB DESCRIPTION

Residence Advisor 2015-2016

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.

JOB SUMMARY

Under the direction of the Residence Life Manager (RLM), the Residence Advisor supports the mandate of Student Housing and Hospitality Services by living in the assigned residence area and promoting residence communities, which are:

- Safe and secure
- Conducive to academic pursuits
- Conducive to personal growth and learning

ORGANIZATIONAL STATUS

Under the direction of the RLM in traditional-style residences, the Residence Advisor report to the Residence Coordinator. In suite-style residences, the Residence Advisor reports directly to the RLM. The Residence Advisor works in cooperation with members of the area councils, housekeeping and maintenance staff and front desk staff.

WORK PERFORMED – BASIC DUTIES AND RESPONSIBILITIES

STAFF TRAINING AND DEVELOPMENT

- Attend and participate in Advisor Orientation in August, ongoing training activities, the annual Student Leadership Conference and any additional training sessions throughout the year.
- Attend regular staff meetings.

COMMUNITY SUPPORT

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

- Be available throughout and participate in Opening Weekend.
- Meet residents and know the majority of their names by the end of the first month of each term.
- Purchase a meal plan; eat and be visible regularly in the residence dining room throughout the academic year.
- Be in own residence room or on the assigned floor at least four out of seven evenings/nights (8 p.m. to 7 a.m.) each week for the term of appointment, sleep in own room five out of seven nights each week and be visibly accessible and available. These weekly requirements must include a Friday and/or Saturday.

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

- 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.

- Be present and regularly visible to residence throughout the academic year. This is accomplished by: being available throughout and participating in Opening Weekend, using service requests from residents to initiate and build rapport, fulfilling administrative duties, when required.
- Be in own residence unit at least four out of seven evenings/nights (8 p.m. to 7 a.m.) each week for the term of appointment, sleep in own room five out of seven nights each week and be visibly accessible and available. These weekly requirements must include a Friday and/or Saturday.

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

- Provide residents with information and assistance for personal, academic and administrative concerns and make appropriate referrals.
- Perform “in” night responsibilities, patrol residence area, on foot, as required. This may require walking along within the residence area at night.
- Respond to any emergencies that may arise in residence.

PROGRAMMING

-Propose, implement, and evaluate programs, which are varied in both content and target audience. Programs must be educational, social, cultural or recreational in nature and support the Residence Life mission statement and the Residence Life community-building model.

-Obtain program approval from the Residence Coordinator (in traditional-style residences) or the RLM (in suite-style residences). The quality and quantity of programs expected will be outlined during Advisor Orientation.

-Participation in residence area program schedule is required.

-Assist Student Housing and Hospitality Services and support the residence council and other residents in promoting and implementing positive events and activities, and participate in the selection of these programs.

BEHAVIOUR STANDARDS AND REGULATIONS

-Know and observe residence and university rules and regulations.

-Respond in a timely and appropriate fashion when violations occur.

-Investigate and document 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 and Hospitality Services as outlined in advisor training materials and the Residence Contract, and other departmental publications.

-Complete verbal and written reports manually.

-Provide assistance with administrative matters such as maintenance reports, investigating damage assessments, and room inspections.

-Assist with residence advisor recruitment and selection. Participate in carousel recruitment interviews.

-Attend floor meetings, residence council meetings and other administrative meetings as required.

-Perform other duties as assigned.

REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- 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.
- Take part in the 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.
- Completed criminal record check required.
- Advisors may re-apply for a position in subsequent years. Each applicant will participate in a hiring process tailored for returning advisors. Previous employment does not guarantee a future position.
- Prior to signing an employment contract for the Residence Advisor position, proposed time away for academic practicums, placements, field school, etc., must be discussed with and approved by the RLM.

ABSENCES

- The Residence Advisor must submit a written request to the RLM to obtain permission to be away from residence for a period longer than 24 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 12 p.m. (noon) on April 30, 2016.
- 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 or Residence Coordinator. Extended leave periods will be evenly distributed throughout the employment term.

TERM OF APPOINTMENT

August 26, 2015 to April 30, 2016

RENUMERATION

\$7,120 for the term of the appointment.

Revised November 2014