Position Summary

The University of Alberta residence life program is centered on a constant process of inclusive community building, and we strive to maintain an environment that supports, emphasizes, and inspires academic learning and personal growth. Within this context, the Senior Resident Assistant (SRA) is a part-time, paid, student leadership position for full-time students at the University of Alberta to work for Residence Services while living in residence. Reporting to the Coordinator, Residence Community Life for their residence area, the SRA is chiefly responsible for the provision of coaching and leadership to a team of Resident Assistants (RAs) in a specific residence building or area in residence. (For more information about the responsibilities of an RA, consult the RA job posting on the job posting webpage). SRAs also liaise between the RAs and the Coordinator, Residence Community Life for the residence in addition to providing administrative support to the Coordinator for their residence area in overseeing their team and their residence area.

SRAs as student leaders act as team leaders, role-models, community builders, and peer supporters who embody the residence community’s values of dignity, respect, safety, equity, learning and community. The University of Alberta Residences provides housing to students of diverse race, gender, sexuality, ability,
nationality, and religion; and SRAs are trained to provide inclusive, quality support to all members of the community in which they live, and the team members they supervise.

We are currently hiring SRAs for all residence communities for the 2022-23 Academic Year. Applicants will be asked to indicate their community preferences on the application form.

Note: All residents, including SRAs, are responsible for the associated costs of their community (i.e. rent, and where appropriate, a meal plan).

Responsibilities

▸ Supervise a team of Resident Assistants (RAs) by playing a leadership role during training, facilitating team-building and team socials, conducting regular one-on-one coaching and support meetings with RAs they supervise, and chairing regular team staff meetings
▸ Support their Coordinator, Residence Community Life in evaluating their RA's performance, and addressing performance concerns
▸ Ensures implementation of their community's Community Development Plan. The Community Development Plan is a document utilized by student staff that outlines monthly responsibilities, guide programming and ensure the needs of the residents in their community are being met
▸ Organize community programs to support and encourage community development, social interaction, and address needs of the community as needed
▸ Work regular Community Support Shifts (CSS) in their residence area (evenings and weekends). During these shifts SRAs will:
  ▹ Respond to escalation calls from the RAs on-shift—with the support of the Residence Coordinator On-Call and provided training.
  ▹ Provide coaching and additional support to RAs on-shift in responding to student issues and safety concerns including (but not limited to): facility issues, life emergencies, disruptive community behavior, lockouts and lost keys, first aid, and mental health concerns
▸ Develop and manage the RA Community Support Shift schedule
▸ Assist with residence move-in and move-out events
▸ Play a key role in the delivery of Eastern Ascent or BaseCamp (residence orientation programs)
▸ Assist the Coordinator, Residence Community Management with resident behavior investigations, input and manage information concerning student conduct issues into the Residence Services’ information management system, Advocate, and coach RAs on facilitating community resolutions
▸ Collaborate and communicate with the area Residence Association where applicable. The area's Residence Association is a university student group responsible for advocating to the University on issues and concerns important to students in residence, and providing programming
▸ Attend regular meetings and maintain open communication with supervisor and peer SRAs
▸ Write and submit objective reports to supervisor as required, including but not limited to community resolutions, incident reports and programming logs
▸ Address student and student staff behavior by responding to, documenting, and—where possible, resolving cases of negative, impactful, disruptive or inappropriate behaviour in residence, by following reporting procedures for student and staff conduct
Assist with the recruitment and hiring of future residence staff as needed
Administer first aid to students in residence as required according to Standard First Aid (CPR Level C) training
Identify and report health and safety issues in residence facilities based on training received
Demonstrate positive role modeling in academics and all aspects of community living (as outlined in the Residence Community Standards), and strive to establish and maintain positive relationships with the students in the community
Other duties as assigned

Skills and Qualifications

Must be enrolled as a student at the University of Alberta with a minimum GPA of 2.3
Communicate objectively and effectively to groups and individuals (verbally and in writing)
Strong collaboration, critical thinking, problem solving, team leadership and conflict resolution skills
Ability to self-manage, prioritize independently, care for one's own health and wellness, and employ resilience in challenging situations
Ability to provide equitable support to any student or staff irrespective of race, gender, sexuality, ability, nationality, and religion
Ability to maintain confidentiality and handle sensitive information
Prior experience living or working in residence is considered an asset, but is not necessary.
Prior leadership experience with students or youths is considered an asset, but is not necessary
Must have or be willing to obtain Standard First Aid with CPR Level C certification or recertification from the Canadian Red Cross Society or St. John Ambulance before your term of employment begins. (You will be reimbursed up to $160 of that cost by Residence Services once you begin your employment.)

Expectations

Must live on-campus in community assigned for duration of employment
Maintain full-time student status at the University of Alberta in Fall 2022 and Winter 2022 with a minimum 2.3 GPA
Not engage in any behaviour or activity while living in residence that damages the reputation of the residence community, Residence Services or the University of Alberta
Agree to behave according to the expectations listed above, the Community Standards, the Residence Agreement, the House Rules, and the Code of Student Behaviour. Failure to do so will result in the possible termination of the role
Maintain valid Standard First Aid with CPR Level 3 certification for term of employment
Must be available for dates of employment, including residence orientation, move-in/move-out events, and attend training sessions
Must abstain from student teaching or participating in co-op work terms that take place outside of Edmonton city limits and/or that reduce availability for responsibilities
Proof of full vaccination against COVID-19 in compliance with the University's COVID-19 Vaccination Directive. Fully Vaccinated means a status an individual achieves 14 days after having received the recommended number of doses of a COVID-19 vaccine approved by Health Canada or the World Health
Organization, and requires the individual to maintain the recommended number and type of vaccine doses as updated and required by Health Canada thereafter.

**Statement on COVID-19 pandemic**

The number of residence student staff required may be impacted by changes in the global pandemic, provincial public health guidance, and university decisions. These impacts are unpredictable and unfortunate. Student staff positions will be a function of the demand within our residence system. However, if demand goes down, we could see reductions from the initial offers that go out in March 2022. If there are any changes that occur as a result of the COVID-19 pandemic you will be notified as soon as possible by Residence Life staff.

*View All Residence Job Postings*

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.