RESIDENT ASSISTANT (RA)
All Residence Communities
Residence Services–Job Posting

2022-23 Academic Year

<table>
<thead>
<tr>
<th>Employment Dates</th>
<th>August 8, 2022 - April 30, 2023</th>
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<tr>
<td>Note: Fall employment start dates may be adjusted by a few days to allow for online training components provided to complete on your own before beginning on-campus training.</td>
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<td>Pay Rate</td>
<td>$15.00/hour, plus 1.5% Vacation Pay: 4% of base pay (in lieu of vacation) Statutory Holiday Pay: 5% (in lieu of statutory holidays)</td>
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| Hours            | Approximately 10 hours/week*  
|                  | *Will include evening and weekend work  
|                  | *Includes a combination of scheduled and flexible/self-scheduled hours  
|                  | *Not including hours during training and orientation |
| Type             | Casual Level 1 Student Staff |
| Department and Division | Campus Services  
|                   | Residence Services - Residence Life |
| How to Apply     | Complete application through BearsDen [here](#)  
|                  | Link also available on our website once applications open  
|                  | Applications open Tuesday, January 5, 2022  
|                  | Applications close Sunday, January 23, 2022 at 11:55pm |

**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 Resident Assistant (RA) 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. They are supervised by one or more Senior Resident Assistant(s) (SRA) and the Coordinator, Residence Community Life for their residence area. These student leaders act as role-models, community builders, and peer supporters who embody the residence community’s values of dignity, respect, safety, equity, learning and community.

Each successful candidate will be assigned to a group of students who live in the same residence building to whom they are responsible for building community and providing support. The University of Alberta Residences provides housing to students of diverse race, gender, sexuality, ability, nationality, and religion; and
RAs are trained to provide inclusive, quality customer service and support to all members of the community in which they live.

RAs support community building, as well as student learning and development by planning and executing engaging programs and involvement opportunities for their community's residents. RAs also help to ensure that residence is an inclusive environment conducive to academic success through role-modeling, conflict resolution, and addressing behavior that negatively impacts the community. Furthermore, RAs help to ensure the safety of students and residence facilities through Community Support Shifts where they respond to various issues and incidents with the support of a network of residence and University staff when the University is closed (evenings and weekends). Finally, RAs assist residents in navigating the complex network of supports and services available to students in residence, on the University campus, and in the Edmonton community to support their well-being and success.

We are currently hiring RAs 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 RAs, are responsible for the associated costs of their community (i.e. rent, and where appropriate, a meal plan).

**Responsibilities**

- Regularly plan, facilitate and report on the success of programming (such as events, educational bulletin boards, etc.) that builds community, and supports student learning and development as outlined in training
- Addresses student behavior by responding to, documenting, and—where possible, resolving cases of negative, impactful, disruptive or inappropriate behaviour in residence, by using educational and restorative processes as outlined in training
- Demonstrate positive role modeling in academics and all aspects of community living (as outlined in the [Residence Community Standards](#)) and maintain visible presence in community
- Planning and leading regular community meetings with residents to communicate important residence and university information, and build relationships amongst residents
- Build relationships and have supportive conversations with residents. This includes assisting residents in navigating resources and services on campus, and at times, in the Edmonton community. Supportive conversations may focus on topics including, but not limited to: academic success, well-being and mental health, stress, homesickness, transitioning to university, loneliness, getting involved in extracurricular activities, etc.
- Work regular Community Support Shifts (CSS) in their residence area (evenings and weekends). During these shifts, RAs—with the support of their supervisors and the training provided, respond to student issues and safety concerns including (but not limited to): facility issues, life emergencies, disruptive community community behavior, lockouts and lost keys, first aid, and mental health concerns.
- Collaborate and communicate with the area Residence Association to ensure educational and social needs of residents are met. 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.
Plays a key role in the delivery of Eastern Ascent or BaseCamp (residence orientation programs) to their community. This includes (but is not limited to) facilitating community building activities, tours, leading community discussions and guiding students to planned presentations and events.

- Assist with residence move-in and move-out events.
- Administers first aid to students in residence as required according to Standard First Aid training
- Assist with the recruitment and hiring of future residence staff as needed
- Identifies and report health and safety issues in residence facilities based on training received
- Write and submit objective reports to supervisor as required and in a timely manner, including but not limited to incident reports, program proposals and programming logs
- Attend meetings as required, such as regular meetings with their team and their supervisor(s)
- Perform checkpoint shifts by being the first point-of-contact for residents entering Lister Centre on high traffic nights to support the safety of residents and the residence building (only applies to Lister Centre staff)
- Will perform other duties as assigned

**Skills and Qualifications**

- Must be enrolled as a full-time 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)
  - RAs for Résidence St. Jean must be able to communicate in both English and French
- Strong collaboration, critical thinking, problem solving 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 lead a community and provide equitable support to any student 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 youth be 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, as well as maintaining compliance with the Sexual Violence Policy. Failure to do so will result in the possible termination of the role.
- Maintain valid Standard First Aid with CPR Level C certification for term of employment.
Must be available for dates of employment, including residence orientation, move-in/move-out events, and attending 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.

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.