



POSITION DESCRIPTION

RESIDENT ASSISTANT ON DUTY

Summary Statement

The Resident Assistant On Duty (RAD) positions will assist the Residence operations by creating and fostering a positive community environment by maintaining Residence regulations and interacting positively with students in order to increase the overall student engagement. Each RAD is responsible for being on-call and performing several rounds of the building while interacting with students throughout their shift.

Relationships

Reports to: Residence Life Coordinator, Night Operations

Major Responsibilities

- 1) Community Living Standards Policy Education & Engagement
 - Informs tenants and guests of the Community Living Standards.
 - Enforces policies according to established Residence procedures.
 - Regular and effective communication with Campus Patrol and RLC Team.
 - Provides detailed documentation of any incidents or issues in Residence.
 - Be "On Duty" on a rotating schedule. When "On Duty", must remain on campus.

- 2) Team Member
 - Participates in all required training activities.
 - Attends and fully participates in all R.A. meetings.
 - Regularly communicates with the Residence Life Coordinator as well as the other Resident Assistants.
 - Supports other Resident Assistants when handling disciplinary situations.
 - Supports other Resident Assistants with their programming efforts.

- 3) Peer Counsellor
 - Develops relationships with the tenants in their specific wing or assigned townhouse units.
 - Mediates roommate or neighbor interpersonal conflicts.
 - Responds to personal and medical situations.
 - Refers students to the appropriate college or community resources.
 - Sets a high standard of conduct for other students to follow.
 - Maintains total confidentiality.

4) Administrative

- Assists the Residence operation by conducting housekeeping checks, disseminating information, and doing after office hours check-ins.
- Communicating maintenance and cleaning work orders to the Residence Office.
- While “On Call”, respond to requests, issues, or emergency situations. Provides general supervision of the Residences.
- Assists with evacuations or emergency situations in Residence.
- Provides input and represents the tenants’ opinions on Residence issues.
- Acts as a liaison between the students in Residence and Residence Administration.
- Positively promotes the Residences to current and prospective students.

Support Duties

1) Programmer

- Responsible for organizing and implementing a variety of social, recreational, cultural and educational programs designed to foster a positive Residence Life community.
- Responsible for creative advertising and marketing of the various programs and events.
- Fostering an environment conducive to personal and academic success within the Residences.
- Evaluates and makes recommendations after the completion of each program.

Requirements/Qualifications

- Full Time Olds College Student maintaining a GPA of 2.5 or higher
- Outstanding time management skills
- Strong communication and conflict mediation skills are assets
- Previous experience in a leadership role is an asset

Performance Criteria

- Positive relationships with tenants and co-workers
- Effective problem solving
- Meeting or exceeding programming targets
- Ability to work independently as well as part of the Residence Life team
- Regular and effective communication with the Residence Life Coordinator

Wage & Hours

- Stipend of \$450/month
- Primarily Evening and Weekend Hours
- Approximately 35 Hours per Month

How to Apply: Submit your resume and cover letter via email to campushousing@choc.ca