

POSITION TITLE:	Senior Resident Advisor
DEPARTMENT:	Residence Services
DIVISION:	Student Affairs and Campus Life
REPORTS TO:	Residence Life Coordinator
EMPLOYMENT:	Effective – September Expiring – April (of the following year)

BASIC FUNCTION

The Senior Resident Advisor (Sr. RA) is a returning staff member and leader on the Residence Life Staff team who is an exemplary Mount Royal University student, role model and senior advisor for the Resident Advisors (RA) and Residence Programming Advisors (RPA). The Sr. RA responsibilities include:

- Promotion of a positive Residence Life experience;
- Ensuring programs for the Residence community are planned in accordance with the Residence Life Programming Model;
- The management and enforcement of community standards;
- Assisting and referring RAs and RPAs in academic, social, personal and disciplinary matters to the appropriate Residence Services and/or University resources;
- Performing duties as required in the general operations of their assigned Residence Community and the greater Residence Community;
- Maintaining a high level of visibility and accessibility within the greater Residence Community;
- Empowering and mentoring RAs and RPAs to develop a strong and supportive community and team;
- Supervising and/or supporting Residence Life Staff team initiatives;
- Demonstrate confidentiality and protect the privacy of students and sensitive information of the office.
- Awareness of and response to individual staff and/or area team needs;

NATURE AND SCOPE

- The position of Senior Resident Advisor requires an individual with Residence life leadership experience who is self-motivated, capable of functioning independently or within a group, possesses exceptional leadership skills, and is willing to commit their efforts to the enhancement of Residence Life at Mount Royal University.
- The position shall be considered the Sr. RAs principal out-of-class activities and any competing interest(s) must be approved by the assigned Residence Life Coordinator.
- The scope of the position includes supervisory, programming, disciplinary and administrative responsibilities.
- Senior Resident Advisors are expected to maintain a Fall semester grade point average of 2.0 and a cumulative grade point average of 2.5. Resident Advisors are expected to be enrolled as full time students and are required to inform an RLC of any changes in their student status.
- Senior Residence Advisors must have Standard First Aid – CPR C & AED certificate before assuming duties.

SENIOR RESIDENT ADVISOR JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Promotion of Residence Life

Senior Resident Advisors:

- Will maintain a standard of conduct which serves as a model to RAs, RPAs, and residents by getting involved and participating in residence, campus, and community events.
- Set norms with respect to RAs, RPAs, and resident behaviour by positive example and enforcement.
- Respond to the needs of RAs and RPAs by fostering a supportive professional environment.
- Create an atmosphere that is conducive to academic success and serve as a strong academic role model. Support and supervise programs, events and initiatives facilitated by the RAs and RPAs.
- Assist RAs and RPAs through referrals and mediation processes as needed.
- Assist with the promotion and recruitment of new RAs and for the subsequent academic year.
- Maintain positive communication with the Residence Life Staff team, including RAs, RPAs, Residence Life Coordinators, Residence Services Staff and members of staff and faculty at Mount Royal University.

Leadership Duties

Senior Resident Advisors:

- Develop and maintain contact with RAs and RPAs by:
 - Conducting staff meetings when necessary and/or under the direction of the RLC.
 - Conducting monthly one-on-one meetings.
 - Being available and visible to the RAs and RPAs.
 - Providing on-going and consistent feedback and guidance
 - Providing guidance to the staff through the programming and disciplinary process.
- Manage the staff on duty schedule.
- Assist and guide staff in the mediation of roommate conflicts or concerning resident behaviours.
- Report on all aspects of the staff to the RLC, including the immediate communication of concerning behaviours and job performance issues.
- Complete a minimum of 4 office hours per week, as instructed by their Residence Life Coordinator.
- Are responsible for the facilitation of two programs per semester for their Residence Life team.
- Are familiar with campus resources and services and be a source of information to staff, specifically in the following areas:
 - Residence Services, University services, campus events, and community programming.

Supervision of the Residence Community

Senior Resident Advisors:

- Participate in the RLS on-duty rotation.
- Participate in the RLC on-duty schedule as required. Training will be provided during the Fall semester.
- Know, observe, model, and enforce all community standards outlined in the Residence Conduct Guide.
- Read and be familiar with all Sr. RA, RPA and RA training materials, Residence Conduct Guide, Programming Model, and any other printed material distributed by Residence Services.
- Follow the documentation and communication procedures outlined in the Residence Conduct Guide.
- Maintain complete confidentiality in accordance with the Freedom of Information and Privacy Act and the policies of Residence Services.

SENIOR RESIDENT ADVISOR JOB DESCRIPTION

- Report on all aspects of the Residence Community to the RLC, including the immediate communication of concerning resident behaviours and safety and security issues.
- Assist the on duty RLS members, the RLC, Campus Security, Fire Department and other authorities as directed in emergency situations.

Administrative Tasks

Senior Resident Advisors:

- Read and familiarize themselves with the Residence Contract and any other printed and web-based materials as distributed by Residence Services.
- Check standard forms of communication on a daily basis for information from Residence Services and the Residence Life Management Team.
- Post information and posters for residents as received and directed by the Residence Life Leadership Team.
- Participate in training around the use of StarRez; receive, protect and remember a StarRez password.
- Make recommendations about the state of repair and complete maintenance requests for common residence facilities within their designated areas.
- Submit programming documentation and other documentation to the Residence Life Coordinator on time as required.
- Remain in residence 24 hours after final exams end in Fall term and up to 48 hours after final exams end in Winter term (specific dates and times to be communicated as soon as possible).

Programming

Senior Resident Advisors:

- Aid the RLCs with the execution of Welcome Week with the RPAs at the beginning of the fall semester.
- Will complete the programming requirements as outlined by the Residence Life Leadership Team by developing promoting and implementing the following semester requirements:
 - A minimum of two programs per semester for their team.
- Will support programs, events and initiatives facilitated by Resident Advisors, the Residence Program Advisor and Residence Services.

Team Involvement

Senior Resident Advisors:

- Support the work of their Team and the Residence Staff Team as a whole.
- Understand team members and share skills and expertise with them.
- Share concerns and update Resident Advisors and the Residence Life Leadership Team on situations that may arise in their area for the purpose of efficient and effective response while on duty.
- Collaborate, support and challenge one another where possible.

Meetings and Training Sessions

Senior Resident Advisors:

- Will attend all Residence Life Staff meetings and training sessions, including:
 - Weekly team meetings which are usually Monday evenings
 - Weekly report meetings with their Residence Life Coordinator
 - Attend all In Service training sessions
 - Two days of Senior Leadership (*August, pre-training*)
 - The entirety of Fall Training at the end of August
 - One day workshop in the winter term (*early January*)

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- Assist with the facilitation of the August RA training program and any other trainings as needed
- Will come prepared and on time to all meetings and training programs, ready to learn and participate in the training experience.

On Duty

Senior Resident Advisors:

- Will not consume any alcohol 18 hours before or for the duration of an on duty shift.
- Assume responsibility for the management of the Residence master keys, the resource room keys and access codes while on duty and other instances as required.
- Keep all information on community lists confidential and secure.
- Must complete a minimum of three rounds on “busy” nights including but not limited to Thursday, Friday and Saturday nights. On all other nights, a minimum of two rounds must be completed. The last round on a “busy” night must not begin until 1:00am whereas all other nights the final round must not begin until 11:00pm.
- Are expected to submit incident reports as necessary. Incident reports must be submitted by the end of the on-call duty shift and will be necessary even when the Senior Resident Advisor is not on duty.
- Covering RLC on call duty as requested (typically one night every two weeks though more may be taken on as asked and as available)

Maintenance, Facilities and Housekeeping

Senior Resident Advisors:

- Report damages, housekeeping, and maintenance problems in a timely manner.
- Monitor and promote the residents’ responsibilities for cleanliness in their units and community.
- Maintain exemplary cleanliness in personal accommodations.
- Ensure prompt clean up after events and programs.
- Complete unit inspections as requested by the Residence Life Management Team (typically formal inspections happen once per semester).

Safety and Security

Senior Resident Advisors:

- Ensure that exterior entrances to buildings are properly closed and locked at all times.
- Investigate and question non-residents in the Residence Complex.
- Promote joint responsibility in the Residence Community for individual residents’ safety.
- Assist the on duty RLS members, the Residence Leadership Team, Campus Security, Fire Department and other authorities as directed in emergency situations.

Other duties

Senior Resident Advisors:

- Are responsible for aiding in the check-in and check-out processes as directed by the Residence Life Management Team and Residence Services Staff.
- Will remain in Residence until the scheduled end of their employment contract, unless otherwise authorized by the Residence Life Management Team.
- Will consult with their Residence Life Coordinator to determine timeliness and approval for absences from Residence greater than 24 hours.
- Will consult with their Residence Life Coordinator before accepting additional part time work or volunteer opportunities.
- Maintain availability for Resident Advisors and Residence Programming Advisors.

SENIOR RESIDENT ADVISOR JOB DESCRIPTION

- Maintain regular liaison with their Residence Life Coordinator and Residence Team and follow up in a timely and efficient manner to requests/questions from residents, staff or the Residence Life Management Team.
- Assist with the Resident Advisor selection process when requested.
- Will complete other duties as assigned by the Residence Life Management Team.

Critical Dates (subject to change)

- Training dates: Two weeks at the end of August.
- Residence Move in Day/start of contract: Early September.
- End of exams, Fall term: Residence Life Staff can leave 24 hours after final exam period ends and unit checks have been completed.
- January training date: Early January
- In the Winter term, Residence Life Staff can leave/end of contract 24 hours after final exam period ends, and unit checks have been completed, by 12:00PM. Exact date will be communicated.