

## **JOB DESCRIPTION**

### **Job Title:**

Residence Assistant (RA)

### **Accountability:**

Coordinator of Residence Life

### **Position Summary:**

As part of the Residence Life Team, the Residence Assistant is responsible for the general atmosphere on his/her floor, and the Residence as a whole. The Residence Assistant is to help maintain an environment conducive to studying, consistent with accepted Christian values, and that fosters healthy and nurturing relationships. The Residence Assistant will work approximately 20 hours per week and maintain a presence on their floor and availability to all residents. This is a live-in position.

### **Characteristic Responsibilities:**

#### **Engaging**

- Welcome residents by participating in move-in and orientation events.
- Host floor meetings twice monthly
- Develop one floor event per month
- Participate in the 'on duty' schedule
- Host regular events that are open to all Tower students
- Be a visible presence at Residence events, on their floor and in the King's community

#### **Belonging**

- Provide Christ-focused leadership, positive role modelling, support, and direction for residents as required. Be available to listen, counsel, refer, and advise residents within the limits of his/her training
- Develop one-on-one relationships with residents on their floor which are fostered by regular interaction
- Ensure that their floor is 'customized' with décor which reflects the personalities of the residents living there

#### **Learning**

- Attend weekly Residence Life Team meetings
- Attend all training events as required
- Be familiar with the regulations, policies and procedures of King's as described in the Student Handbook, and their rationale

- With the help of their Ministry Coordinator, Develop one service opportunity per semester for their floor
- Assist residents through personal growth opportunities

### **Ownership**

- Report maintenance and security problems to the appropriate department. Perform other general duties and tasks assigned by the Coordinator of Residence Life
- Overtly or casually inspect rooms for cleanliness and follow up with students
- Work with the Coordinator of Residence Life and other Student Leaders to implement policies, deal with concerns, and handle administrative components of the Residence
- Address disciplinary concerns with students and report disciplinary incidents to the Coordinator of Residence Life
- Empower residents with leadership responsibilities according to their abilities, personalities and desires

### **Academic Qualifications:**

- Minimum GPA of 2.0 obtained before and maintained throughout term of position
- Must be registered in at least their second academic year at King's throughout term of position

### **Professional Qualifications:**

- Proven ability to develop strong interpersonal relationships
- Proven ability to respond calmly and confidently in crisis situations
- Proven ability to communicate effectively and remain organized
- Confidence in leading large groups of students
- Experience working with young people
- Experience living in residence
- Self-motivated

### **Personal Qualifications:**

- Committed to and growing in their Christian faith
- Demonstrated commitment to King's community values

### **Term of Position:**

Eight months, end of August to end of April