

Suite Residence Assistant

Position Summary:

As part of the Residence Life Team, the Suite Residence Assistant is responsible for the general atmosphere on his/her floor, and in the Residence as a whole. The Residence Assistant is to help create and maintain an environment conducive to university life while upholding the Community Living Standards. 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 on the 2nd or 3rd floor of the tower.

Employment Dates: August 21, 2019 – April 30, 2020

Reports to: Residence Life Coordinator

Qualifications for all Student Leader positions:

- Open and willing to serving within a Christian context
- Support the King's mission and vision as well as demonstrate a commitment to King's community values
- Maintain a current and cumulative GPA of 2.5 or above
- Registered in at least your second academic year at King's throughout term of position

Qualifications for the Suite Resident Assistant role:

- Proven ability to develop strong interpersonal relationships
- Proven ability to respond calmly and confidently in crisis situations
- Confident in being responsible for large groups of students
- Self-motivated
- Known to be approachable and trustworthy

Responsibilities of the Suite Resident Assistant:

- Develop one-on-one relationships with resident students on their floor. Be able to articulate what is happening in their life, any challenges they may be facing, and how they are coping.
- Provide 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
- Keep Student Life staff aware of situations in residence; whether violation of Community Living Standards, relational strife, or students considering self-harm.
- Model and enforce the Community Living Standards and quiet hours in the residences
- Empower students with leadership responsibilities according to their abilities, personalities and desires
- Host floor meetings biweekly
- Participate in the 'on duty' events schedule (1 night a week)
- Develop and distribute floor passive programming including bulletin boards
- Attend all training events as required
- Report maintenance and security problems to the facilities department

Mandatory Dates:

- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 16, 2019, 9:00am - 12:00pm
- Student Leader Residence Move In Dates: Saturday, August 17, 2019
- Attend Student Leader Welcome Back Event, Wednesday, August 21, 2019, 5:00 pm
- Attend Student Leader Retreat - Thursday, August 22 – Saturday, August 24, 2019
 - Please note that the welcome event may be incorporated into the retreat. If this

happens, it is likely we will leave for the retreat venue the afternoon of the 21st. Please ensure you are available by noon on that day.

- Attend On Campus Training - Monday, August 26 - Wednesday, August 28, 2019
- Assist with New Student Move In, Thursday, August 29, 2019
- Help facilitate and staff New Student Orientation, Friday, August 30, 2019
- Assist in facilitating and staffing new student information table, Tuesday, September 4 – Friday, September 7, 2019
- Meet with a King's Student Counselor at least one time in the Fall semester
 - Book an appointment online via the King's website
- Attend and help facilitate the Fall Student Retreat, Friday, September 13 – Sunday 15, 2019
 - Register for the retreat using course code UNIV065A during the first week of classes; retreat costs are fully compensated
- Participate in and promote Globe Aware Week, Monday, January 27 – Friday, January 31, 2020
- Attend training workshops and in--services on Saturday, October 19, 2019 and Saturday, January 11, 2020 as well as any others throughout the year TBD by supervisor
- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 14, 2020, 9:00am--12:00pm
- Please note that there may be additional dates that are specific to your functional area

Expectations for all Student Leader positions:

- Serve as a role model by demonstrating integrity inside and outside of the classroom
- Demonstrate ability to develop strong interpersonal relationships
- Set an example for what a successful student looks like by living with integrity, participating in activities throughout the year, and contributing to King's community life
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for students.
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and Community Living Standards

Expectations for the Suite Resident Assistant role:

- Be beyond reproach in reference to the Community Living Standards
- Be a visible presence and engaged citizen at residence events, on their floor, and in the King's community
- Be willing to serve the students under your care at a moment's notice
- Maintain the trust of the Residence Life Team

Honorarium:

- Suite Resident Assistants receive a stipend of \$3800 divided over 2 semesters
- Free admission to the Fall Student Retreat

Please Note: Irregular hours; must be prepared to work on some evenings and weekends

Job Sharing:

- Job sharing this position is a possibility. In this instance, the stipend and the job responsibilities will be divided equally between the two individuals sharing the position. Both individuals must live on the same Suite floor.
- Both individuals will receive free admission to and be required to attend the Fall Retreat.