

Summer Residence Assistant

Position Summary: As part of the Residence Life Team, the 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 8 hours per week and maintain a presence on their floor and availability to all residents. This is a live-in position.

Employment Dates: April 17, 2019 – August 31, 2019

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 to begin at least your second academic year at King's in Fall 2018

Qualifications for the Summer Residence 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:

- 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.
- Be a positive role model, and provide 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 in the residences
- Empower students with leadership responsibilities according to their abilities, personalities and desires
- Distribute information from Residence Life to student residents
- Report maintenance and security problems to the facilities department
- Coordinate move in/move out of summer student residents
- Other responsibilities as requested by the Residence Life Coordinator

Mandatory Dates

- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 16, 2019, 9:00am - 12:00pm
- Attend Summer Resident Assistant training, Winter Term 2018 Dates TBD
- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 14, 2020, 9:00am - 12:00pm
- Assist with Spring and Summer Student Residence Move In, April 18-May 6, 2019
- Assist with Spring and Summer Student Residence Check Outs, Dates TBD
- Assist with Student Leader Move In, August 17-30, 2019
- Participate in in-service training throughout the summer (date(s) TBD by supervisor)



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 Summer Residence 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:

- The Summer Resident Assistant receives a stipend of \$760.

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 in residence for the term of employment.