

# Apartment Residence Assistant

**Position Summary:** As part of the Residence Life Team, the Residence Assistant is responsible for the general atmosphere in his/her community, and 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 6 hours per week and maintain a presence in their community and availability to all residents. This is a live-in position.

**Employment Dates:** August 25, 2021 – April 30, 2022

**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 Apartment 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 in their community. 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
- Host floor meetings biweekly
- Participate in the apartment 'on duty' schedule (1 night a week), and or be on call / duty for tower and apartment as needed by the RLC
- Develop and distribute floor passive programming including bulletin boards
- Attend all training events as required
- Report maintenance and security problems to the facilities department
- Host one 601 event per semester, and or be willing to host others if needed by the RLC
- Stay current with COVID guidelines

**Key Dates**

Mandatory training will be provided to residence assistants..

**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 Apartment 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

**Compensation:**

- Apartment Resident Assistants receive \$1140 divided over 2 semesters
- Free admission to the Fall Student Retreat

**Termination**

- If any of the above is not met to the satisfaction of the Resident Life Coordinator or other student life staff, after repetitive notice and discussion termination may be a course of action taken
- If termination does take place and another individual required to take the place of the person who was previously in a role on a floor, a mandatory move may be required to make sure there is an apartment resident assistant on the floor of the individual who was let go

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