

Apartment Residence Lead

Position Summary: As part of the Residence Life Team, the Apartment Residence Lead is responsible for the general atmosphere of the Apartment Residence. The role of the Apartment Residence Lead is to ensure an environment conducive to university life is created in the Apartment Residence while upholding the Community Living Standards. They 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.

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 Lead role:

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

Responsibilities:

- Lead the team of Apartment Residence Assistants
- Lead weekly staff meetings for the ARAs
- Develop and implement programming for students who live in the apartments
- Be a positive role model, and provide support and direction for residents and Apartment Residence Assistants 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
- Attend all training events as required
- Host floor meetings biweekly
- Participate in the apartment 'on duty' schedule (1 night a week) and or assist on duty / call if needed with tower and apartment.
- Report maintenance and security problems to the facilities department
- Facilitate move in and move out of the Apartment Residence
- Participate in the On-Call Overnight Security Schedule.

Key Dates:

- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 13, 2021, 9:00am--12:00pm
- Bethel Retreat – August 20, 21 and 22, 2021
- On Campus Training - _____
- New Student Move-in – August 30, 2021
- Returning Student Move-in – August 31 and September 1, 2021
- New Student Orientation – August 31 and September 1, 2021
- First Day of Classes – Tuesday September 7, 2021
- Global Awareness Week – January 24 to 28, 2022
- In Service Training – Saturday October 16 and Saturday January 8, 2022 from 9:30 am to 1:00 pm
- January Move-in – January 2, 2022
- Second Semester Orientation – January 3, 2022
- First Day of Classes – Monday January 4 (B Ed Program) Tuesday January 5 (All other students)
- Pass the Torch – Meet and Greet (brunch) March 12, 2022, 9:00 am- 12:00 pm

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 Lead role:

- Be beyond reproach in reference to the Community Living Standards
- Be a visible presence and engaged citizen at residence events, in the apartment residence, 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 Residence Lead will receive \$3800 divided over two semesters as well as a salary of \$300/month for participating in the Overnight Security Schedule.
- 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