

Suite Residence Assistant

Position Summary:

As part of the Residence Life Team, the Suite Residence Assistant is responsible for the general atmosphere in his/her community, 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 in their community and be available to all residents. This is a live-in position on the 2nd or 3rd floor of the tower.

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 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 in their community. 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
- 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 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

Compensation:

- Suite Resident Assistants will be paid \$3800 divided by the two 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.

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