

# 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 15, 2021 – August 31, 2021

**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
- Stay current with COVID guidelines

**Key Dates**

Mandatory training will be provided for summer residence assistant.

**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

**Compensation:**

- The Summer Resident Assistant will be paid \$760 divided semi-monthly for the duration of the contract. Payment is processed through King's payroll.

**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.