

### **Position Summary**

Residence Assistants (RAs) are important leaders in our Residence Communities and on-campus. Reporting to the Coordinator, Residence Life, RAs are trusted to actively engage, promote and build an environment in Residence that welcomes all. Supporting the safety and security systems in residence, RAs support the delivery of programs/activities to residents that fosters personal growth, social connection, and supports academic success.

As an RA you will have the opportunity to help make a difference on campus as well as learn and develop new knowledge and skills that will be transferrable to future opportunities. As a Residence Leader in creating a respectful community, we expect all RAs to show thoughtfulness, consideration, and care toward others in all interactions, recognize the value in each person, and treat others with fairness and dignity.

### **Eligibility**

- a) Be a registered, full-time student of NSCC.
- b) Be legally entitled to work in Canada or possess a valid student visa.
- c) Be in good academic standing and if selected, maintain good academic standing throughout the term of the contract
- d) Possess or have a willingness to obtain a valid and current certificate for Emergency First Aid & Heart Saver "A" CPR prior to the start date of the contract. The certificate must be maintained for the duration of the RA contract.
- e) Must submit a Criminal Record Check, including the Vulnerable Sector review.
- f) If academic program consists of a Work Experience program that will occur during the appointment dates (see Terms), this does not preclude them from the opportunity however NSCC Residence Life expects the RA to make every reasonable effort to find a local work experience.
- g) Extracurricular activities or additional employment cannot exceed a maximum of ten (10) hours per week. Exceptions may be granted on a case-by-case basis by the campus Coordinator, Residence Life.

As an advisor, educator, resource, and support in the residence community, this is a live-in role, which generally consists of the following responsibilities:

### **Community Support and Response**

- a) Advise and provide residents with information and assistance in dealing with personal, academic, and administrative concerns. Make appropriate referrals and conduct follow-up conversations as expected/required.
- b) Promote positive resolutions of interpersonal (roommate/suitemate/floormate) conflicts which includes utilizing tools and resources such as Roommate/Suitemate agreements, mediation and referral to the Coordinator, Residence Life.

- c) Educate residents on the NSCC Residence Community Standards Policy and Procedures and their importance in building our communities.
- d) Ensure that community standards are enforced and maintained, which includes intervening in, reporting and documenting incidents.
- e) Conduct learning conversations and/or educational sanctions with residents in response to violations of the Residence Community Standards as directed.
- f) Assist in the handling of emergencies, in partnership with other residence life staff, Security Services and/or other campus partners.
- g) Participate in a rotational, on-call duty system, which includes physical “rounds” of the building, designed to generate opportunities to connect with residents, prevent incidents of concern, and support community success and safety.
- h) Develop and promote a civil and respectful working environment and relationships with Residence Life Colleagues, management and all College Staff. Any form of discrimination or harassment towards any member of the College Community will be grounds for immediate dismissal.
- i) In cases of absence, arrange for shift coverage and notify the Coordinator, Residence Life in advance.

#### **Community Development**

- a) Assist with Orientation Week and residence move-In (September/January). This involves greeting students and parents as well as providing assistance and support to campus and residence Orientation events.
- b) Assist in supporting the transition of any new residents to residence and campus throughout the year.
- c) Actively establish a relationship with all members of your assigned area of responsibility and establish yourself as a safe and reliable resource for your residents. It is important to be available for as many evenings and weekends as possible, either on an “open door” policy, or by having set hours of availability.
- d) Implement educational programming that supports the needs of the student population under the guidance of the Residence Educational Programming Model.
- e) Design, market and execute 6 programs per term that address, at minimum, one of each of the Residence Education pillars (Community Connections, Academic Success, Wellbeing).
- f) To support community-based programming, a per-student allowance of \$25/resident will be provided to each RA as financial support for programming initiatives. The RA is responsible for reporting and reconciling any expenditures with the Coordinator, Residence Life.

#### **Facility (Residence) Related Duties**

- a) Document and communicate all facility concerns and damages to the appropriate Facilities staff member or Coordinator, Residence Life as soon as a concern becomes apparent.
- b) Promote the goals of sustainability through the recycling, compost and waste reduction initiatives in Residence and the Dining Halls.

- c) Manage individual community to ensure appropriate and clean common spaces.
- d) Assist in the completion and tracking of the residence room assessment forms.
- e) Promote building respect and pride.

**Communication & Administration**

- a) Actively engage with your residents through passive educational, community and personal wellbeing messages and utilize various mediums (Microsoft Teams, Social Media, bulletin boards) to support messaging.
- b) Submit all incident/concerns, peer helping, or programming reports to the Coordinator, Residence Life within 24 hours of occurrence.
- c) Attend regular Residence Life Staff meetings and scheduled 1:1 meetings.
- d) Attend, as necessary, any Student Association meetings.
- e) Maintain active communication with your residence community, including establishing social media/digital platforms and sharing relevant NSCC communications as directed.
- f) Assist in the administration of surveys and feedback processes as directed by the Residence Life Office.
- g) Perform additional duties as required by NSCC Residence Life.

**Training, Development & Support**

The RA role is one that is both challenging and dynamic. NSCC Residence Life endeavors to train, support, develop and provide opportunities for all RAs to learn new skills that can support their future opportunities.

- a) RAs are required to attend and participate in mandatory training sessions, which occurs for 1-2 weeks in August (dates to be confirmed with any letter of offer), and the Residence Life Training Day on January 2, 2022 (tentative date).
- b) RAs are expected to read and be familiar with the information included in the Residence Assistant Handbook, Living in Residence Guide, Residence Community Standards Policy and Procedures, Sexual Violence Policy and Respectful Communities Policy, and any other material distributed by NSCC Residence Life.
- c) The performance of RAs will be regularly assessed and supported and will include regular 1:1 sessions with the Coordinator, Residence Life and may include annual assessment by residents.
- d) When performance is perceived to be below standard, the matter will be addressed immediately and confidentially between the RA and their Coordinator, Residence Life.
- e) Residence Assistants are expected to act as a role model demonstrating a commitment to the Residence Community, abiding by all Community Standards, respecting the dignity and identity of every resident, and being a respectful member to our surrounding communities. RAs are also expected to demonstrate a commitment to education, learning and their academics.

**Terms of Appointment**

- a) Each RA appointment is for one academic year and the terms of appointment cover the entire academic year.
- b) During the first term, responsibilities extend from the first day of training to twenty-four (24) hours after the last scheduled day of the Winter Term in December. The second term begins on the first Sunday before classes in January and extends to twenty-four (24) hours after the last scheduled exam in April. This includes all long weekends and Reading Week.
- c) RAs are supervised by and report directly to the Coordinator, Residence Life responsible for their campus.
- d) RAs are expected to spend most evenings in Residence and are required to receive permission from their Coordinator for exceptions. NSCC Residence Life will provide dates when allowances are restricted (for example, Orientation Week).
- e) RAs must abide by expectations, standards, policies and procedures as outlined in the Residence Community Standards, Student Code of Conduct, Sexual Violence Policy, Respectful Communities Policy, etc. Violations of any of these policies may be grounds for dismissal.
- f) Sexual, physical or romantic relationships with students in the RA's residence are strongly discouraged.
- g) NSCC Residence Life reserves the right to revise the terms of employment, the eligibility requirements, or the duties and responsibilities of Residence Assistant to meet unexpected or unavoidable developments.
- h) If for any reason, a RA is removed from their position, they will be required to vacate the room/suite which has been assigned to the RA for that community.

**Remuneration**

- a) Remuneration for each Residence Assistant role will be:
  - a. The current value of a single room or single suite depending on the Campus Residence.
  - b. A meal plan as defined by NSCC Residence Life.