**Residence Life Advisor (RLA) Application Check-List**

Please check the following items to ensure that your application is complete. Incomplete applications cannot be processed.

**Applications are due: Monday, February 23rd 2015 by 4:00pm. Please submit completed applications online to the UPEI Human Resources website – www.upei.ca/hr**

* Application Form (Pages 6, 7, & 8)
* Cover letter – *Please indicate why you want to be an RLA and why you feel you will be successful*
* Resume
* Attend one RLA information meeting. This is a requirement and part of the application process. The following are dates of the RLA information meetings:

Wednesday, February 11th 4:30pm – 329 McDougall Hall

Tuesday, February 17th 4:30pm – 329 McDougall Hall  
  
*\*Please bring a hard copy of your cover letter and resume*

* Copy of your UPEI academic transcript (to be included with your application)
* Name and contact information of two references

**Residence Life Advisor – Job Description**

**The Role:**

Living in Residence Residence living provides significant learning opportunities for students outside the classroom. RLAs play an important role facilitating this process.

RLAs must act as peer-counsellors, advisors, organizers, community builders and administrators. RLAs work to ensure community standards are upheld by all residents and guests. RLAs must work together on a team with their fellow RLAs, the Residence Life Coordinator, Residence Housing Coordinator, Manager of Residence Services, Director of Ancillary Services, and other University staff in creating an educational environment conducive to both positive living and learning.

Individuals selected as RLAs are those people who demonstrate leadership, maturity, dependability, and involvement in their residence community as well as sensitivity and concern for other residents. They must be committed to their own personal wellness and growth by taking care to budget personal time for study, work, and relaxation.

***RLAs must have a commitment which extends beyond specific job responsibilities.***

Once chosen, the RLAs are provided with training and support services which enhance their effectiveness in their job.

**Responsibilities:**

**A) Assisting, Advising, and Peer-Counselling Responsibilities:**

Often, the first university staff member a new residence student comes in contact with is an RLA. It is important that RLAs keep up this contact and build rapport with their students, especially students from their floor or wing. By establishing a pattern of availability, an RLA can assist, advise, and counsel students (within the limitations of his/her training and capabilities) on academic, personal, social, and financial matters. In order to be of help to other students the RLA must be knowledgeable about, and, be able to make referrals to numerous University services.

**B) Administrative Responsibilities:**

During the school year RLAs will become involved in many administrative responsibilities. These duties encompass managing several aspects of residence living. This includes completing room assessments, assisting with public relations, ensuring maintenance issues are correctly reported, keeping residents informed, acting as supervisor for safety exercises, serving as a liaison, and assisting with other related duties as required.

**Residence Life Advisor – Job Description continued**

**C) Staff Responsibilities:**

RLAs are required to attend the RLA training, which is normally held the week prior to residence opening (typically the last week of August). Also, throughout the year the RLA is expected to attend and participate in developmental sessions and staff meetings. This is to enhance skills needed in the RLA job, to continue building the team spirit, and to provide opportunities for RLAs to voice any problems or concerns that may need attention. RLAs are expected to work as a team to resolve residence issues on their own but are encouraged to consult the Residence Life Coordinator for advice when needed.

*Finally, RLAs are required to;* ***1) remain in residence until 24 hours after the end of the examination period in the first semester and 48 hours after the end of the examination period in the second semester, and; 2) return to residence at least two days prior to regular check-in for students for the second semester****.*

**D) In-Service Responsibilities:**

Each RLA is responsible for In-Service shifts in his/her building a certain number of weeknights and weekends each semester, including working some holidays or long weekends. RLAs who are In-Service are required to be available in their building to assist students from 8:00pm until 8:00am the next morning. *A revised schedule is developed for the 22 ½ Quiet Hour schedule*.

**E) Community Standards Responsibilities:**

It is each RLA’s responsibility to support students’ needs to study, learn, socialize, and grow in their residence through ensuring that students follow community standards and the rules and regulations. It is important, however, that the RLAs authority is used to build community. Students should be encouraged to settle their own differences before seeking the help of a RLA.

**F) Programming Responsibilities:**

Part of being an RLA involves creating a sense of community on your floor or wing and in your building through various events and daily activities. Being an RLA also requires the planning, implementation, and evaluation of developmental programs (both academic and non-academic). These activities or programs should be geared towards creating a feeling of community within the floor, wing, or building as well as providing student with the opportunity for personal growth.

**Qualifications**

Applicants for the position of Residence Life Advisor must satisfy a number of requirements, which include the following:

* Full-time student status – minimum course load of 3 academic credits per term
* A satisfactory academic standing (minimum 65% average) **(*Each applicant must include a copy of her/his transcript with their application)***
* Valid Standard First Aid Certification by the start of training in August 2015. Copies of certification will be required
* Canadian Social Insurance Number by April 15th 2015
* Good judicial standing with the University
* Residence living experience (at least one year and preferably at UPEI)
* Good rapport with fellow residence students and ability to serve as a positive role model
* Sound knowledge of the University, Student and Academic Support Services, residence programs offered, and different student activities

**Additional requirements:**

1. Be available for training in August 2015 and January 2016 (dates to be confirmed)
2. Be available for on-going training throughout the academic year (dates to be confirmed)
3. Be available, if chosen, for a interview process the **morning of Saturday, March 14th 2015**

**Restrictions:**

There are a number of restrictions on the Residence Life Advisor of which those seeking the position should be aware, including:

1. Residence Life Advisors are not permitted to hold any positions with Student Union Executive or play on any of the university varsity sports teams, which have a schedule of road trips requiring frequent absences from campus. For special exceptions to this please, consult the Residence Service Office. If permission is granted it is expected that other activities will be secondary to the position of RLA.
2. **Residence Life Advisors are not permitted to accept other employment without prior consultation and approval of the Residence Office. Again, if permission is granted it is expected that other activities will be secondary to the position of RLA.**
3. Residence Life Advisors are not permitted to take more than five courses each semester. In exceptional circumstances where extra courses are required to graduate, a RLA may be permitted to take additional courses during the year with approval of the Residence Life Coordinator.

**Number of Positions Available:**

The number of positions available will vary from year-to-year based on the number of RLAs who are re-hired. Currently, the number of total positions available is 16 (6 in Bernardine, 4 in Blanchard, 6 in Andrew) although the Residence Office may, at its discretion, choose to hire fewer/more candidates.

**Remuneration:**

Residence Life Advisors hired for the 2015-2016 school year will be paid in the following manner:

1. Each Residence Life Advisor receives single room accommodation (semi-private in Blanchard) within his/her residence for which he/she is assigned. This is a taxable benefit, and therefore the staff member will be responsible for any shortfall due to the taxes. For those assigned to Bernardine and Andrew Hall, you are required to purchase a meal plan.

**Residence Life Advisor Application Form 2015-2016**

**GENERAL INFORMATION**

**Name**\_ **ID#**

**Local Address**\_\_\_\_\_\_\_\_\_\_\_ \_**Best Contact Phone**

**Email**

**Permanent Address** **Permanent Phone**\_\_\_

**Graduation Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Major and Department**\_\_\_\_ /

**Major Academic Department**

**Previous Residence Experience**

**\*\*Include name of college/university if not UPEI\*\***

**POSITION RELATED INFORMATION**

**Do you plan to participate in a study abroad trip, be on co-op, or intern for 2014-15?**  Yes  No

If so, which semester?  Fall 2014  Spring 2015

**What will your class status be during the semester for which you wish to be considered?**

(Check one)  Second Year  Third Year  Fourth Year  Post-grad

**\*Must be of second year status or higher to apply for RLA position\***

**Residence Life Advisor Application Form 2015-2016 continued**

List all positions or any involvement you have had in residence (including Residence Society, volunteer work, residence activities, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any involvement you have had with university clubs and organizations outside of residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What contributions do you feel you could make in the area of Residence Life (ideas, programs, policies, changes, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If accepted as a RLA, are you willing to refuse any other positions (paid or volunteer) that would conflict with your role as an RLA? Yes \_\_\_ No\_\_\_\_

Are you willing to spend weekends and holidays on campus? Yes \_\_\_ No \_\_\_\_

**Residence Life Advisor Application Form 2015-2016 continued**

If selected, do you have a preference to which floor, section, or building you would like to work in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*This information will not affect the selection process; rather it is used to help the hiring committee determine where to place successful candidates*)

**I certify that all information on and pertaining to this application is sincere and true. I also authorize the Registrar's Office at the University of Prince Edward Island to release, in confidence to the Residence Life Advisor Hiring Committee, a transcript of my marks, if my application is successful, in April 2015. I have read and understand the Job Description and Qualifications required for this position.**

(Applicant's Signature) (Date)

**Residence Life Advisor References**

**Instructions for Candidate**: *Please ask those you list as your reference prior if they would support your candidacy prior to submitting this application. You may ask a professor, former/current employer, RLA, a volunteer coordinator, coach or any other individual who can speak to your ability to succeed in this role.*

**Reference #1:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known your reference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity do you know your reference? \_\_\_\_\_

Title:

Contact # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known your reference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity do you know your reference? \_\_\_\_\_

Title:

Contact #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_