

Senior Residence Life Advisor Position Description

Overview

The primary role of the Senior Residence Life Advisor (SRLA) is to, as part of the RLA and Residence Services Team, create a positive residence environment that supports student success. SRLAs will have both on-call and office tasks in addition to attending RLA team meetings and programming. With the support of the Assistant Manager, Residence Life, they will take on additional leadership tasks. This position seeks individuals with varied experience, excellent communication skills, proven leadership ability, good judgement and most importantly, a demonstrated desire to help others. SRLAs are undergraduate or graduate university students that have been a RLA for at least one year at a post-secondary institution.

Reporting and Administration

Office Hours Expectations

- Consistent and Regular Office Hours (up to 15 per week)
- Prepare plans, reports, program evaluation and assist with administrative tasks as required
- Assist the Assistant Manager - Residence Life with managing, developing, and supporting RLA Team; including training, team-building, agendas for meetings, etc
- Support students and RLAs with information about operations of Residence Services and campus resources and services offered.
- Maintain a high level of confidentiality with respect to residents and work-related matters. Ensuring all material, such as incident reports, remain confidential and only communicated with Residence Services Management.
- Follow up in a timely manner to requests from residents, fellow staff, and colleagues.
- Complete room assessments and ensure maintenance is completed.
- Attending and participating in staff meetings and development.

Leadership Expectations

- Serve as a positive role model at all times for all students, specifically with regards to academics, personal wellness and social conduct.
- Develop relationships with residents to ensure approachability, resourcefulness and to foster a cohesive community.
- Know, observe, and support University policies.
- Act as a resource and guide for residents, with duties including roommate/suite mediation and referrals.
- Participate in cluster and residence life meetings.
- Attend and support RLA programs

General Duties

- Orient and integrate students to residence and university life and provide opportunities for them to become acquainted with other residents.
- Become well acquainted with residents and establish a relationship of mutual respect and trust.
- Aid students with personal, academic, social or other issues whenever possible.
- Respond to first-aid emergencies, oversee emergency evacuations, and support crisis situations.
- Promote personal and community safety.
- Communicate all building concerns and damages to Residence Services staff.
- Respond to residence policy violations and/or disciplinary issues, and act as a liaison between students and management.
- Work with the Assistant Manager, Residence Life and RLAs to plan, implement and evaluate developmental programming.
- Assist Residence Services staff and Management in move-in/out procedures.

Duty and Emergency Response

1. SRLAs will participate in an on-call schedule with the Assistant Manager - Residence Life
2. During a scheduled on-call shift:
 - a. On-call begins at 8:00 pm Friday and ends at 8:00 am Monday.
 - b. SRLAs are expected to be in their building and available for the duration of their on-call shift starting at 8:00pm Friday, Saturday, and Sunday and finishing at 8am the following morning.
 - c. On-call shifts weekends will be shared between 3 SRLAs (i.e. on call every second weekend)

Position Qualifications

- SRLAs must be full-time students (minimum 3 courses); and be able to commit to office hours during the hours of 9am-6pm, Monday to Friday.
- Maintain student status, maintaining a minimum cumulative grade point average of 2.0.
- Obtain permission for involvement in outside commitments; any commitments must not interfere with the SRLAs availability to the residence community/conflict with any mandatory training/events throughout the year.

Required Documentation

- A copy of Standard/Emergency First Aid & CPR .
- Must be eligible for employment as per the UPEI Human Resources employment requirements.
- Residence Management reserves the right to obtain copies of the SRLAs transcripts.

Evaluation

The performance of the SRLAs will be evaluated on a regular basis. There will be a formal review of the SRLA performed by the RLC toward the end of the first term. When performance is perceived as below standard, the matter will be discussed confidentially between the RLC and SRLA. In cases of neglect of duty or inappropriate conduct as a university employee, the SRLA may be dismissed without warning.



Compensation

Senior Residence Life Advisors hired for the school year will receive a private room within their assigned residence. This is a taxable benefit, and therefore the staff member will be responsible for any shortfall due to the taxes. If applicable, students assigned to Bernadine and Andrew Hall will be required to purchase a meal plan. SRLAs will receive an hourly rate for their office hours.