POSITION INFORMATION

Department: Residence
Supervisor: Dean of Student Services: Brittney Nurse Director of Residence: Scott Cramer
Employee’s Name:
Working Title: Resident Life Assistant
Employee Type: Temporary - Contract
Scheduled Hours of Work: On-Call Schedule as Assigned by Director of Residence
Monthly Stipend:

1. SIGNIFICANT CHANGES SINCE LAST REVIEW
   This is a new job description

2. POSITION SUMMARY

Residence Life Assistants (RLAs) are integral members of student life within the St. Joseph's College men's and women's residences. As employees of the College, RLAs work under the guidance of the Dean of Student Services and Director of Residence, to create a welcoming, supportive and positive student life environment. The RLAs demonstrate leadership, function as positive role models and provide guidance and mentorship to their fellow residents. They are expected to reflect the values of the College while promoting a residence environment where the educational, social, emotional and security needs of all residents are met.

3. RESPONSIBILITIES/ACTIVITIES

On-Call Duties
RLAs will be assigned regular on-call duties as necessary per month. While on-call RLAs will:
• Keep the on-call bag secure and with them at all times, including the master keys, first-aid kit, phone charger, and on-call phone.
• Remain on the College properties or within 5 minutes of the College to respond to any call for assistance while on shift.
• Undertake a walkthrough of the residence with security at 10:00 PM each evening, ensuring that all doors and windows are securely locked.
• Brief security on any issues or concerns and advise security about any events that may be scheduled at the College that evening.
• Respond to the on-call phone.
• Maintain a presence throughout the building to ensure that the residents are safe, to advise security of any safety or security concerns or identify any facility maintenance issues.
• Assist residents in situations where they may have lost their keys or are locked out of the building or their room.
• Maintain regular communication with their fellow RLAs and other student leaders regarding areas of potential concern.
• Maintain regular communication with the Dean of Student Services and Director of Residence regarding student resident issues/concerns, health, safety or maintenance issues, or any other relevant matter that may impact the operation of the residences.

Resident Well-Being
• Regularly meet with the Dean of Student Services and Director of Residence to discuss the academic, emotional, and physical well being of the residents.
• Work with the Dean of Student Services and Director of Residence to create strategies and protocols that will aid residents in respecting the St. Joseph’s College Residence Code of Conduct and the University Code of Student Behaviour.
• Regularly interact with the residents to determine their social and academic needs.
• Aid residents in the creation of strategies that will enable them to transition effectively to the residence and that will address their educational, social, emotional and security needs.
• Maintain accurate records of student behaviour inconsistent with the St. Joseph’s College Residence Code of Conduct or University of Alberta Code of Student Behaviour and forwarding the records to the Dean of Student Services.
• Encourage residents to develop their social skills through increased participation in St. Joseph’s College or University of Alberta groups/organizations.
• Actively seek out and encourage leadership within the residence and broader community.

Incident Response
• When on-call, respond to all maintenance, safety or security incidents within the residence.
• Coordinate with security emergency response including notifying 911, Protective Services, Director of Facilities or relevant College administrative staff.
• Where appropriate provide first-aid treatment and comfort to the individual(s).
• Assist in directing emergency responders to the site of the incident.
• Direct other residents to safety and assist in crowd control as required.
• Provide any information or assistance to emergency responders.
• Depending on the nature of the incident call the Dean of Student Services and advise them of the incident.
• Document the incident by completing a critical incident report and forwarding the report to the Dean of Student Services.

Resident Move in and Move out
• Assist in regulating the move in and move out process for the residents in August and April.
• Provide assistance, guidance and mentorship to assist new residents with the transition into their new living environment.

4. SCOPE

RLAs are expected to monitor a wide scope of activities and concerns within the St. Joseph’s College Residences. These include but are not limited to:
• On-site maintenance
• SJC Code of Conduct and U of A Code of Student Behaviour violations
• Student Mental Health concerns
• Cleanliness of the residence
• Safety and security of the residence

Everything that the RLAs monitor is to be reported to the Dean of Student Services or the Director of Residence.

Each RLA is assigned a floor in the residence to monitor along with a partner (or partners). When on call, RLAs are responsible for monitoring the entire residence.
5. Knowledge, Skills and Competencies

RLAs need a variety of skills to effectively fulfill the job requirements. RLAs must possess leadership, teamwork and time management skills, be effective communicators and be able to manage stressful situations in a healthy manner. RLAs must attend all required training programs at the end of August including resident safety (ASIST, First Aid, etc), reporting protocols (critical incident reports), people management skills (assertiveness, dealing with difficult people, active listening, etc). RLAs must be a resident of St. Joseph’s College and a student at the University of Alberta.

6. SUPERVISION: If this position is not required to supervise staff, please indicate “n/a”.

A. Describe all aspects of formal supervision required of this position. Please be sure to complete Part B.

   Not Applicable.

B. Please indicate how many staff members are supervised by the position.

   Not Applicable

7. WORKING CONDITIONS: Describe any special working conditions.

RLAs are expected to be available for on-call shifts throughout their employment at St. Joseph’s College. During the weekdays (Sunday–Thursday), each on call shift begins at 4:00pm and ends at 8:00am. For weekends (Friday–Saturday), the RLA shift begins at 4:00pm and ends at 4:00pm the next day. Weekend schedules also apply to statutory holidays. RLAs are not expected to be on call during classes. If an RLA cannot meet the requirements of a regular on call schedule, their employment will be re-evaluated.

SIGNATURES: The signatures below indicate that all parties have read and discussed the content of the Job Description

EMPLOYEE:

________________________________________  ____________________________  ____________________________
Name                                      Signature                                  Date

SUPERVISOR:

________________________________________  ____________________________  ____________________________
Name                                      Signature                                  Date

PRESIDENT:

________________________________________  ____________________________  ____________________________