

## **St. Joseph's College – Men's Residence RLA Job Description 2018-2019 Academic Year**

### ***General Description***

- A Residence Life Assistant (RLA) is responsible for the on-site supervision of the residence – whether it is in the men's or women's residence.
- The RLAs are concerned with the orderly running of the residence and to help ensure that residents elected to leadership positions are supported in carrying out their responsibilities.
- In addition, the RLAs will promote a residence environment where the social, emotional, and security needs of all residents are being met.
- All RLAs must portray model behavior to their fellow residents and be a positive representation of St. Joseph's College.

### ***Regular Duties: Men's Residence***

#### ***Presence in Building***

- Work on a regular on-call schedule with the other RLAs in the men's residence. During their on-call shift, RLAs in the men's residence will be responsible for:
  - Opening up for and closing up after all bookings in the College.
  - Ensuring that the building is locked every weekday at 10:00pm and that the building is open every weekend at 7:30am.
  - Being available to answer the on-call phone on a regular schedule.
  - Maintaining a presence throughout the building to ensure that the residents are safe and the building is secure.
- Maintain regular communication with their fellow RLAs and other student leaders regarding areas of potential concern.
- The Residence Life Staff team will be expected to keep up communication with the Director of the Men's Residence on a regular basis.



### *Transitioning Residents*

- Assist the Director of the Men's Residence in regulating the move in and move out process for the men's residence in August and April.
- Regularly interact with the residents to determine the social and academic needs of the men's residence.
- Regularly meeting with the Director of the Men's Residence to discuss the academic, emotional, and physical well being of their residents and aiding in the creation of ways to improve these areas of interest for them.

### *Security*

- Be responsible for the safekeeping of their master keys.
- Open a resident's room in the case of a lock out.
- While on-duty, they will be expected to conduct two inspections of the building covering all staircases, resident hallways, cafeteria (men's residence only), and downstairs administrative offices to better ascertain the condition of the building.
- Work with your fellow Residence Life Staff to ensure that the safety concerns of the building and its residents are being met.
- Assist with the response to immediate community concerns such as fire, medical emergencies, environmental safety issues, personal or property safety issues and other topics assigned by the Director of the Men's Residence.

### *Communication and Development*

- Provide timely and accurate information regarding physical facilities, maintenance needs, and student safety concerns.
- Work with the Director of the Men's 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.
- 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.



- Encourage student leaders 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 community.

### *Training*

- All Residence Life Staff are required to attend training for their positions in August and any other time during the year as designated by St. Joseph's College (schedules will be made available in the summer).
- All St. Joseph's College must have or obtain an up to date First Aid License and undergo ASIST Training. If this training cannot be done during the training week, the RLA must seek it out themselves.
- Acquire a working knowledge of the facilities in the St. Joseph's College Men's Residence.

### *Compensation and Duration*

- RLAs will be paid a semi-monthly rate of \$334.69 (\$669.38 a month).
- Employment begins September 2017 and ends April 2018.

Applications for the position of Residence Life Assistant (RLA) in the men's residence will be open till February 2<sup>nd</sup>, 2018. To apply, applicants must submit a cover letter detailing why they are considering the position and what they would bring to the position of RLA. Please include any relevant training or experience in your cover letter.

All cover letters must be handed in to the Director of the Men's Residence through email (sjcres@ualberta) or by handing it in directly to the Residence Office (0-04) or to Jennifer Colmer in the women's residence office (WR 105) by February 2<sup>nd</sup>, 2018. Interviews for the candidates will occur between February 26<sup>th</sup>-28<sup>th</sup>, 2018.

