

St. Joseph's College - Head RLA Job Description 2018-2019 Academic Year

General Expectations

- All Residence Life Staff - Head RLAs and RLAs - are responsible for the on-site supervision of the residence.
- In particular, the Head RLA is responsible for identifying and communicating the general needs of their residents and staff to the Director of Residence.
- The Head RLA will role model a positive attitude and good decision making that maintains a positive representation of both the residence and St. Joseph's College.
- Head RLAs will be responsible for supervising the RLAs in their area of the residence, ensuring that they are fulfilling their obligations.
- Head RLAs will directly assist/mentor the House Committee in the tasks that they perform and provide any support they need to be an efficient House Committee that is in line with the St. Joseph's College Code of Conduct.
- The Head RLA will be the first line of discipline within their area of the residence and will deal with all issues that come up. If an issue of severe or continual discipline of a resident arises, the Head RLA will refer it to the Director of Residence. They will also keep an accurate record of all violations of the St. Joseph's College Code of Conduct.
- They will maintain regular contact with the Director of the Residence and discuss concerns relative to job performance.

Regular Duties

Presence in Building

- Work on a regular on-call schedule with the other Residence Life Staff in their residence.
- During their on-call shift, Residence Life Staff will be responsible for opening up for and closing up after all bookings in the Women's Residence.
- Maintain regular communication with their fellow Resident Life Staff and other student leaders regarding areas of potential concern.
- The Residence Life Staff team will be expected to keep up communication with other facets of the St. Joseph's College community.

Transitioning Students

- Assist their Director of Residence in regulating the move in and move out process in August and April.
- Regularly interact with the residents to determine the social and academic needs of the residence and how to best address those needs.
- Regularly meeting with the Residence Life Staff in their area of the 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 the master keys when they are on their person.
- 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, and lounges.
- Work with your fellow Residence Life Staff to ensure that the safety concerns of the building 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 their Director of Residence.

Communication and Development

- Provide timely and accurate information regarding physical facilities, maintenance needs, and student safety concerns.
- Work with their Director of Residence to create strategies and protocols that will aid the residents in respecting the St. Joseph's College Residence Code of Conduct and the University of Alberta Code of Student Behaviour.
- Maintain accurate records of confrontation and 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 will be 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 early summer).

Compensation and Duration

- Head RLAs will be paid a semi-monthly rate of \$502.05 (\$1,004.10 a month).
- Employment begins September 2018 and ends April 2019.

