

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

General Description

- All Residence Life Staff - Head RLAs and RLAs - are responsible for the on-site supervision of the residence.
- The RLAs are concerned with the orderly running of the Residence and they help ensure that residents elected to leadership positions are guided and 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

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 College.
- 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 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, 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 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 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

- RLAs will be paid a semi-monthly rate of \$334.69 (\$669.39 a month).
- Employment begins September 2018 and ends April 2019.

