



Residence Advisor 2024-2025 Job Description

Under the direct supervision of the Residence Life Supervisor and Residence Coordinators (RC), the Residence Advisor (RA) is expected to demonstrate a commitment to residence life by promoting an inclusive environment and sense of community that contributes to individual growth and harmonious group living.

REQUIREMENTS

- Having a full-time status as a St. Thomas University, UNB, or NBCC(D) student; preference will be given to a St. Thomas University students and students currently living in residence;
- Must have lived in a university residence for at least one academic year before the start of employment;
- A cumulative GPA of at least 2.7 in the term immediately prior to RA selection;
- Workplace Standard First Aid and CPR course (provided by Residence Life, if necessary);
- Must be available to attend and complete all of August Training (remote and in-person training);
- Must be available to attend on-going training sessions, on designated Fridays at 3:00PM and a full day of training in January 2025;
- Must be available to attend weekly team meetings;
- Student financial account must be in good standing with the University;
- Have demonstrated behaviour consistent with the values and policies of St. Thomas University and Residence Life.

SKILLS & KNOWLEDGE

- Residence leadership experience preferred;
- Demonstrate motivational and supportive leadership skills;
- Strong ability to develop interpersonal relationships;
- Effective written and oral communication skills with residents, peers, supervisors, and external partners;
- Demonstrate strong professionalism and recognition of workplace boundaries;
- Excellent ability to work in a team environment;
- Excellent time management and organization skills;
- Demonstrate resilience in crisis response;
- Effective conflict management skills.

DUTIES

- Report day-to-day operations of the house to Residence Life;
- Assist the Residence Life Office in various administrative duties;
- Serving as an advisor and support to all residents;
- Develop and promote a sense of community within the house and the campus at large;
- Ensure students are aware of the Community Standards and abide by them;
- Serve as “RA on duty” in rotation (evenings and weekends) as assigned by the Residence Coordinator
- Respond to emergency situations

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- Complete administrative forms (e.g., Contact Logs, Lock-out logs, Incident Reports, etc.)
- Community and Educational Programming
- Other duties as assigned

COMPENSATION

- RAs are compensated with a credit bursary in the amount of 75% of the total cost of a single room in residence and 25% of the Freedom meal plan as determined by the 2024-2025 rates for residence rooms and meal plans. While RAs are compensated 25% of a freedom meal plan, they may choose the 14 meal plan.

Returning RAs (with one full year of experience) will be compensated an additional \$500 bursary that is divided into two payment periods.

SUBJECT TO CHANGES

- Due to the nature of our rapidly evolving circumstance, the job description provided is a working document. Changes may be required to best adhere to the guidelines of the Government of New Brunswick, Public Health, and St. Thomas University. Residence Life will continue to prioritize the health and safety of staff and students. Changes to the Community Standards, the Educational Programming Model and other residence specific procedures will be communicated to those successful in the position.