Resident Assistant Position

What Will I Be Doing as a RA?

RAs interact with as many as 200 other residential students and therefore need to be aware of and sensitive to the needs, values, and lifestyles of many different people. This requires that RAs be open, supportive, and confident. RAs are students who volunteer to support ICMS management in meeting their objectives relating to campus life by providing support, developing a community which supports all students and being an active role model. Training will be provided prior to undertaking any duties.

As a team, RA’s set the tone for their floor and builds a community spirit, both on their individual floor and throughout the campus.

Responsibilities

A Resident Assistant assumes a number of roles in order to facilitate a healthy quality of life on college residential floors. With the primary responsibility as a resource person for the residents on his/her floor, the Resident Assistant’s role includes:

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<tr>
<th>Philosophy and Objectives</th>
<th>Duties and Responsibilities</th>
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<td>Helps provide an environment conducive to study and relaxation.</td>
<td>Be on-site prior to check in weekend for orientation and training.</td>
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<td>Promote a strong sense of community and mutual respect on the residential floors.</td>
<td>Attend to check-in and check-out and assists with all aspects of those days.</td>
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<td>Is an active role model in complying with the college rules and expectations and assists students to adopt the same principals.</td>
<td>Must assist the Student Experience department during O-Week and with the Commencement day activities.</td>
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<td>Assist students to adjust smoothly to the rigours and demands of College life.</td>
<td>Orientate new and returning students to residential life including issues such as recycling, conservation of water and comply with other Term and Conditions as stated in their agreement with the College.</td>
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<td>Assist each student to develop a mature sense of responsibility and self-discipline.</td>
<td>Organise a residential floor (non-alcoholic) activity per term.</td>
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<td>Provide personal support for students, especially in the areas of personal, academic and social concerns.</td>
<td>Be on site to assist with at least three College functions per term (e.g. Careers Week, Open Day, Community event and commencement day etc).</td>
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<td>Actively liaise and communicate all issues and concerns to college management, via the Operations Department.</td>
<td>Attend regular RA meetings with the House Manager at a day and time to be set each term.</td>
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<td>Actively liaise and communicate all issues and concerns to college management, via the Operations Department.</td>
<td>Actively liaise with the Operations Department and other relevant staff (e.g. Head of Student Experience) about incidents and conditions of residential life, when appropriate. Use the RA Logbook when on duty.</td>
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<td>Be on duty as per the roster which includes making three security rounds of the college, assist students locked out of rooms, deal with level one emergencies or problems that arise, report maintenance issues, etc.</td>
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<td>Actively support and follow all College, procedures and policies as outlined in the current version of the Student Handbook and the Accommodation terms and conditions, including updates and further directives from the college Management.</td>
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<td>Assist with the selection process of future RA’s if requested.</td>
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**Time Commitment**

Resident Assistants are expected to commit a substantial amount of time to their positions. It is expected that Resident Assistants are not away from the College overnight on a regular basis or ongoing basis. It is also expected that Resident Assistants be available to students on the campus and provide informal contact in order to get to know and understand the students of the College. Emphasis is placed on Resident Assistants spending time on their floors and also investing time in building a strong community on their individual floor and with the Operations Department.

While it is difficult to give an hour/week expectation, time requirements will demand skill in time management to allow optimum academic and co-curricular participation. As such, good academic standing is a must, as is flexibility toward outside commitments. Termination of the role may result if a Resident Assistant is placed on academic probation.

**Training / Induction**

All Residents assistants must complete the Residential Induction Programme which provides an essential framework for the duties and responsibilities of the post (3 days). The induction and training provides necessary information on the policies and procedures of ICMS and may be supplemented by further training throughout the year e.g. First Aid and Fire Warden Training.

**Voluntary Appointment**

RA positions are voluntary positions. You are required to maintain a good academic standing and complete duties associated with the role throughout the term of your agreement.

**Minimum Qualifications**

- RAs must be full-time ICMS degree-seeking students in at least their second term.
- RAs serve as strong academic role models; therefore, a cumulative GPA of at least 2 or over is required.

**Peer Support**

Maintain a high profile and be accessible for residents and other RA’s. Assist residents with personal, cultural, emotional and academic goals, while practising confidentiality and refer them to other resources when appropriate.

This includes recognising problems and potential problems. Create an environment in which individuals’ differences are respected and celebrated.

**Community Development**

Encourage interaction amongst residents and promote activities which contribute to a beneficial and supportive environment conducive to study and relaxation.

Be aware of student issues and work as part of the team to initiate and participate in community development activities.

Provide support to the College community by way of cooperating with the SRC in their bid to create a fun and inclusive schedule of activities.

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Given RAs are required to uphold and enforce College policies, it is necessary to be in good standing with the Operations and Security Department as well as the Student Experience Department.