



**Student Employment Program**  
2055 Purcell Way, North Vancouver, BC V7J 3H5

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## JOB DESCRIPTION

**EMPLOYER:** Capilano University  
**ADDRESS:** 2055 Purcell Way, North Vancouver, BC V7J 3H5  
**CONTACT PERSON:** John Umunna  
**PHONE/EMAIL:** 604.986.1911 ext 7952 / housing@capilanou.ca

**JOB LOCATION:** Student Housing Services  
**WORK TERM:** January 3, 2019 to April 28, 2019  
**POSITION TITLE:** Residence Advisor (RA)

### **POSITION SUMMARY:**

Residence Advisors (RAs) live in the CapU Residence community and are responsible for fostering a safe and engaging living and learning environment for students in residence. Under the supervision of the Residence Life Facilitator, Residence Advisors work as a team to support the needs of residence students through programming, community building, peer helping, and emergency response. Residence Advisors are expected to maintain presence and approachability in their assigned community and provide ongoing leadership and mentorship to students. Residence Advisors also participate in an on-call rotation, responding to after-hours incidents and concerns related to student support and community safety.

### **DUTIES AND RESPONSIBILITIES:**

Community Building and Student Support:

- Maintains regular visibility, availability and approachability within their assigned community to respond to a variety of student needs and issues.



- Regularly initiates face-to-face check-ins with students in their area to develop rapport and promote individual growth and development.
- Refers students to on-campus resources for support and informs the Residence Life Facilitator of escalated or difficult to manage student concerns.
- Develops and implements regular needs-based programming and events as detailed in the Residence Community Development Plan and directed by the Residence Life Facilitator.
- Assists with the planning and implementation of large, residence-wide events and initiatives.
- Convenes monthly floor meetings with students in their assigned community.
- Implements initial intervention and mediation strategies in situations of conflict within the community and takes proactive measures (such as “roommate agreements”) to minimize future conduct.
- Promotes an atmosphere of accountability by encouraging students to keep common spaces clean and reports outstanding issues to Student Housing Services.

#### Community Safety and On-Call:

- Participates in the Residence Advisors On-Call rotation as scheduled by the Residence Life Facilitator or Senior Residence Advisor.
- Conducts regular building rounds while on-call and responds to the Residence Advisors on-call phone line during on-call hours, providing immediate response for incidents as necessary. Informs the Residence Life Facilitator and/or Campus Security of escalated or difficult-to-manage on-call scenarios.
- Remains in residence during the period of their on-call shift and must not consume or be under the influence of alcohol or other judgment-impairing substances while on-call.
- Responds appropriately to violations of residence or University policies, including the Residence Code of Conduct and Residence Contract and documents their observations and actions.
- Role models appropriate behaviour by adhering to all relevant policies and job expectations.



- Immediately reports any issues that may compromise security or safety in residence to the Residence Life Facilitator and/or Campus Security.

**Team and Administrative Duties:**

- Participates fully in the mandatory Residence Advisor training program and attends ongoing training and professional development programming throughout the term of employment.
- Attends weekly Residence Advisors team meetings as scheduled by the Senior Residence Advisor or Residence Life Facilitator.
- Attends regular 1-on-1 meetings with the Senior Residence Advisor as scheduled by the Senior Residence Advisor.
- Assists with move-in and move-out preparation and implementation and maintains a presence during all designated move-in and move-out days as scheduled by Student Housing Services.
- Completes administrative tasks including community logs, incident reports, and maintenance requests, and programming proposals in a detailed and timely manner as directed by the Senior Residence Advisor and Residence Life Facilitator.

**SKILLS REQUIRED:**

- Strong interpersonal skills and a high degree of approachability and empathy.
- Excellent intercultural communication skills and a demonstrated ability to work positively in diverse communities.
- Demonstrated leadership, mentorship and coaching skills.
- Ability to work both independently and collaboratively as part of a team.
- Strong critical thinking skills and ability to make decisions under pressure.
- Demonstrated skills in planning, time management, and attention to detail, particularly in regards to programming and events.
- Understanding of the importance of community engagement and accountability.
- Ability to maintain confidentiality in accordance with freedom of information and protection of privacy (FOIPOP) regulations, and deal with sensitive issues with tact and diplomacy.



### **HOURS & AVAILABILITY:**

Residence Advisors for the 2018/2019 academic year must be fully available for the following dates:

- January, 2019 – Spring Move-In Day (8:30am)
- April 28, 2018 – Spring Move-Out Day
- Ongoing training dates throughout the term of employment as directed by the Residence Life Facilitator.

Residence Advisors do not work scheduled hours, but are expected to maintain a presence in the community, complete on-call shifts, and attend events and meetings regularly.

### **COMPENSATION:**

Residence Advisors are provided with a single-style room in their assigned community and a residence meal plan as compensation for their role. The value of the room and meal plan is taxable.

### **HOW TO APPLY:**

Please fill out the online application form at [www.capilanou.ca/ResidenceAdvisor](http://www.capilanou.ca/ResidenceAdvisor) and submit your Resume and Cover Letter to [housing@capilanou.ca](mailto:housing@capilanou.ca) no later than **4:00p.m. on January 18, 2019.**