

JOB DESCRIPTION

POSITION: Residence Assistant (RA) – 2016-17

DEPARTMENT: Residence – Student Services

REPORTING TO: Residence Manager

PURPOSE:

RAs have specific responsibility for the administration and security of the tower/floor/building to which they are assigned as well as general responsibility throughout the Residence.

SPECIFIC RESPONSIBILITIES:

- Responsible for discipline; security; assisting and advising residence students; and developing, encouraging and presenting Residence activities, events, and programs.
- RAs are involved intensively in residence life in a variety of ways, which includes:
 - (a) Providing the proper level of discipline in residence so that the rights and needs of all students to study, learn, rest, socialize, and grow is respected;
 - (b) Creating enthusiasm about residence activities by initiating and sponsoring programs that encourage students to learn by being involved in all phases of residence life. RAs work closely with the Residence Manager in program development, thus facilitating the growth of a "living/learning environment" within the residence;
 - (c) Orienting new students to the residence and providing opportunities for them to become acquainted with other residents;
 - (d) Aiding students as peer counsellors with personal, academic, financial, social or other problems when possible;
 - (e) Supplying information on residence life, course selection, facilities, and referral services available including medical, counselling, and financial aid;
 - (f) Assisting the administration in room selection and assignment as well as other administrative duties that may be required including room checks;
 - (g) Working closely with the Residence Manager, Residence Coordinator, Student Counsellor, Chaplain, and Director of Student Services.

QUALIFICATIONS:

- Residence living experience of one (preferably two) years (usually this experience shall have been at Cape Breton University). In exceptional circumstances this requirement may be waived.
- Evidence of ability to relate well with peers and an acceptable level of maturity.
- Personal awareness of the skills and attributes required for the position.

RESTRICTIONS:

- Generally, RAs are not permitted to hold Students' Union Executive positions. Exceptions to these restrictions can be made through the Residence Manager.
- RAs will not be permitted to accept other employment without the approval of the Residence Manager.
- RAs are not permitted to take more than five courses during the academic year. Exceptions will be made for technology programs or in other exceptional circumstances.
- RAs are required to have a telephone.
- The successful applicant(s) must agree to return to CBU by Sunday August 28, 2016 for the Residence Assistant Training Program (date subject to change).
- **RAs are required to remain on campus for 24 hours after the last scheduled exam at the end of each term and should be prepared to spend part of the mid-term break and some long weekends on campus.**