

Specialty Residence Assistants (RAs) – Academic Focus (2 Vacancies)

Position Description

March 2025 – April 2026

Contract Period:	Fall: Beginning of Residence Life Training (2 weeks prior to the start of move in day) until 24 hours after the last scheduled exam (December 2025) Winter: 24 hours prior to the opening of Residences (January 2026) until 24 hours after the last scheduled exam (April 2026)
Remuneration:	Specialty Residence Assistants are expected to work 10 hours per week, completing a total of 395 hours during their contract. Residence Assistants will be compensated approximately \$7,900 for the year and are guaranteed a room in a two-bedroom suite. Residence Assistants are responsible for covering all fees associated with living in Residence, including Housing related fees.
Report To:	Residence Assistants – Academic Focus will report directly to the Residence Life Coordinator who will provide training, support, and assistance in the execution of the Residence Assistant’s responsibilities.

Are you proud to be a Timberwolf? Do you wish to make a difference in the University of Northern British Columbia (UNBC) community? If that’s you – we have an opportunity for you!

What you get to do:

As a Residence Assistant – Academic Focus, you get to open the doors to the UNBC experience by welcoming new and returning students home. You are a student leader who will act as a mentor and offer support to residents. You will create and maintain a positive and safe living environment conducive to social interaction, academic success, and personal growth for all residents. From time to time, you will disseminate information from the University community and provide information about your community to your supervisor.

The Residence Assistant (RA) – Academic Focus will create and facilitate academic focused programs to serve the needs of students, based on the Student Development Cycle. The Residence Assistant (RA) – Academic Focus has the responsibility of communicating and liaising between different academic resources on campus, the RLT, and their supervisors (the Residence Life Coordinators), to ensure reciprocal event/resource/knowledge sharing. In addition to communication and planning with academic resources, the Residence Assistant (RA) – Academic Focus will also be working with faculty where possible, to facilitate educational programs for residents.

Special Note: Residence Assistant (RA) – Academic Focus must have a cumulative GPA of 3.0 and be able to maintain a CGPA of 3.0 throughout the duration of the academic year. The Residence Assistant (RA) – Academic Focus must demonstrate a strong understanding of UNBC’s on campus academic resources, and experience in tutoring university students.

Here’s what you bring to the table:

- ✓ Approachable and able to develop effective relationships with a diverse group of people
- ✓ Flexible and adaptable
- ✓ Proven ability to handle difficult situations with tact and diplomacy

- ✓ Demonstrated problem-solving and conflict management skills
- ✓ Passion for the UNBC student experience and Residence Life
- ✓ Looking to grow and build upon several previous leadership experiences

In order to succeed, you must meet the following requirements:

- ✓ You are a full-time student at UNBC, taking a minimum of three courses (9 credit hours) in any one semester. If you are a graduate student, you will need to be registered in at least 6 credit hours per semester
- ✓ Currently have a cumulative GPA of 3.0, and maintain a CGPA of 3.0 throughout the duration of the academic year
- ✓ Be able to provide a clear Vulnerable Sector Police Information Check
- ✓ Willingness to obtain an Occupational First Aid (Level 1) WorkSafeBC certificate
- ✓ Have and continue to maintain a clear student conduct history with the University
- ✓ Commit to living in Residence with another Residence Assistant
- ✓ Attendance of the two-week August training is mandatory

The Nitty Gritty of the Role

A: Community Support

Community Support includes role modelling, being present in Residence and on your assigned floor, and providing resources and support to your assigned residents. Residence Assistants are peer leaders in the Residence community and are expected to be professional and respectful of our diverse populations at all times.

- Residence Assistants – Academic Focus will respect and uphold all Housing and Residence Life policies
- Residence Assistants – Academic Focus will role model how to successfully thrive in the Residence environment
- Residence Assistants – Academic Focus will partner with on-campus resources and faculty to educate students on academic resources and opportunities
- Residence Assistants – Academic Focus will be visible, available, and accessible within the Residence community. This includes making Residence their primary home, and spending time in the common spaces (i.e. dining hall)
- Residence Assistants – Academic Focus will develop personal relationships with residents through events, casual conversations, community meetings, and other forms of communication
- Residence Assistants – Academic Focus be aware of the changing community dynamics, and address conflicts between residents proactively. When appropriate, utilize the Restorative Justice model. RAs will seek the assistance of their supervisor when the need arises

B: Community Engagement and Transition

Community Engagement and Transition includes participating in Residence orientation and transition, facilitating bi-monthly programs or events, hosting community meetings, supporting the Housing Office with Move-in and Move-out tasks, and completing mid-semester room inspections.

- Residence Assistants – Academic Focus will support the Housing & Residence Life department with Fall & Winter new student initiatives (i.e. Orientation week), as well as during Move-in and Move-out periods in Residence
- Use and follow the Residence Assistants (RA) Manual to plan, promote, and implement floor-based programs on a bi-monthly basis, with a schedule to be provided by the RLCs and/or Community Assistant with the goal of enhancing the Residence experience for students
- Support all Housing & Residence Life Department, and Campus Partners sponsored events, through promotion and attendance

- Decorate floor bulletin boards with a cohesive theme before move-in in September and update at least one bulletin board on a bi-monthly basis, with a schedule to be provided by the RLCs and/or Community Assistant. Bulletin board and event responsibilities will alternate for each RA, so only one of the tasks is assigned each month
- Create and maintain a transitional binder of the Specialty Residents Assistant role, programming, and connections on campus as a documented reference guide for future years
- Work alongside the Operations Coordinator to conduct mid-semester room inspections as directed by the Residence Life Coordinators

C: Community Safety and Incident Response

Community Safety and Incident Response includes promoting, responding to, and maintaining residents' safety and wellness in Residence. This will occur in partnership with UNBC Security Services, during and outside of your on-call shifts.

- Perform scheduled on-call support duties as determined by the Residence Life Coordinators and/or Community Assistant
- Respond to emergency situations as appropriate and directed; informing the Residence Life Coordinators of issues arising from their community and Residence at large in a timely manner. This may occur outside of scheduled on-call shifts
- Refer any issues that are beyond the scope of a Residence Assistant – Academic Focus to the Coordinator on Call or UNBC Security Services
- Work in collaboration with the Residence Life Coordinators and Campus Partners (e.g. Campus Security, Wellness & Health Services etc.) to provide support for significant occurrences within the Residence community. During emergency situations (e.g. power outages, severe weather warnings) this may occur outside of regular Residence Assistant duties and include the greater UNBC community
- Exercise sound and responsible judgement
- Remain within the UNBC campus (Prince George) during on-call shifts
- Complete appropriate documentation through StarRez, Microsoft Teams and other designated software in a professional manner
- Inform the Residence Life Coordinators of maintenance issues when necessary, including spaces that are not assigned to the Resident Assistant; reporting any existing facility conditions or misuse that is a violation of the *Residence Life Community Standards* (i.e. tampered fire alarm)
- Ensure that privacy and confidentiality is maintained, with respect to residents' behaviors and incidents

D: Administrative and Other Duties

Administrative and Other Duties include attending team meetings, participating in a bi-weekly check-in with the Residence Life Coordinator, checking and responding to emails, attending Senior Huddles, participating in Residence Life projects, and communicating frequently with the Residence Life Coordinator.

- Attend the 2-week Residence Life Training in August, a 1-day refresher training in January 2026, and other ongoing training workshops as required
- Respond to communication from Housing & Residence Life professional staff in a timely manner, within 24 hours
- Assist with the recruitment, selection, and hiring processes of student leaders by assisting with information sessions, promotional campaigns, and other processes
- Work with the Senior Resident Assistants to ensure that the Resident Assistants' workspaces are properly maintained
- Fulfill any programming responsibilities as outlined in the RA Manual
- Manage a semester budget for programming
- Perform other duties as assigned by the Residence Life Coordinators that are consistent with the nature and expectations of this position description

Important Notes – Unusual Role Conditions

Residence Assistant – Specialty Focus will perform their duties through a combination of pre-determined and flexible hours – requiring weekend and evening time commitments throughout the year. As such, Residence Assistants – Specialty Focus cannot participate in more than 10 hours of extra-curricular, volunteer, or paid work. RAs are responsible for balancing their academic, personal, and student leadership commitments within this position. All RAs are entitled to two weekends (2 consecutive days) and one long weekend (3 consecutive days) away from residence each semester. Absences greater than 48 hours must be submitted to their Residence Life Coordinator at least one week (7 days) in advance and are subject to approval.