

## Senior Residence Assistants (SRAs) – (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:** 48 hours prior to the opening of Residences (January 2026) until 24 hours after the last scheduled exam (April 2026)
- Remuneration:** Senior Residence Assistants are expected to work 12 hours per week, completing a total of 420 hours over their contract. Senior Residence Assistants will be compensated approximately \$8,820 for the year and are guaranteed a room in a two-bedroom suite. Senior Residence Assistants are responsible for covering all fees associated with living in Residence, including Housing related fees.
- Report To:** Senior Residence Assistants will report directly to the Residence Life Coordinator who will provide training, support, and assistance in the execution of the Senior Residence Assistant’s responsibilities.

### What you get to do:

Senior Residence Assistants (SRAs) are student staff, who have had at least 1 year of experience as a Residence Assistant (RA) and are leaders of the Residence Life Team (RLT). SRAs are mentors and peer support for the RA team. They are confident leaders who enjoy helping others navigate the RA role and are able to take initiative to ensure the team is successful. They are willing to step up and take on additional community support tasks as needed. Senior Residence Assistants participate in nightly on-call rotations, including weekends and some holidays. Additionally, SRAs are the liaison between the RA team, and the Senior Team (the Residence Life Coordinators (RLCs) and Community Assistant). Senior Residence Assistants are expected to demonstrate leadership, professionalism and a commitment to Residence Life, by creating a positive and safe living environment that is conducive to social interaction, academic success and personal growth.

### 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 previous Residence Life experience
- ✓ A strong sense of leadership that will encourage personal growth, teambuilding and respect
- ✓ Excellent interpersonal and communication skills; working collaboratively with peers and encouraging positive team relationships is essential
- ✓ Inspires commitment and values diversity within a team
- ✓ Strong time management and organizational skills

- ✓ A strong understanding of the needs of residents and the appropriate programming according to the Student Life Cycle
- ✓ An excellent understanding of the Residence Community Standards
- ✓ Some experience in mentoring and providing guidance is an asset

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 2.5, and maintain a CGPA of 2.5 throughout the duration of the academic year
- ✓ Have at least 1 year of Residence Life experience
- ✓ 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
- ✓ Be willing to live in Residence with another Residence Assistant
- ✓ Attendance of the two-week August training is mandatory

## **The Nitty Gritty of the Role**

### **A: Community Management and Engagement**

*Community Management and Engagement includes role modelling, being present in Residence and available to Residence Assistants, and providing resources and support to the Residence Assistant team. Senior Residence Assistants are peer leaders in the Residence community and are expected to be professional and respectful of our diverse populations at all times.*

- Maintain a strong understanding of, and educate residents on the Residence Life Handbook
- Establish, develop and maintain an open relationship with each Residence Assistant in their assigned community
- Decorate the bulletin boards in the lobby of each building and between the first and second floors of each building. Update the boards monthly, and ensure they are maintained to promote current information and programs
- Support the Community Assistant in planning, coordinating, and facilitating residence-wide programs as needed
- Plan and facilitate a minimum of four Residence Cup Challenges between Neyoh and Keyoh
- Mediate suitemate and floor conflicts using a Restorative Justice model, and refer to the Residence Life Coordinator, when necessary
- Work alongside the Operations Coordinator to conduct mid-semester room inspections as directed by the Residence Life Coordinators

### **B: Team Development**

*Team Development includes supporting Resident Assistants (RAs) by assisting with August training, facilitating bi-weekly Senior Huddle meetings, and providing advice on programming. Additionally, the Senior RA occasionally takes on tasks beyond normal duties to support team members, adapting to the ever-changing needs of the group*

- Assist in August training, including moving in early and assisting with sessions
- Develop and facilitate bi-weekly Senior Huddle meetings to encourage collaboration, idea sharing and peer support
- Provide advice and support to RAs regarding programming in accordance with the Residence Life Programming Manual
- Facilitate monthly teambuilding programs for the Residence Assistants

- Address and resolve conflicts, using a Restorative Justice approach, within the team and with roommates
- Support team members within their roles which may at times include taking the initiative to assist with or complete tasks outside of normal responsibilities

### **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 Senior Residence Assistant 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 Senior 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, in respect to residents' and team members' behaviors and incidents
- Provide guidance to other members of the RLT regarding on-call scenarios and documentation as needed and in accordance with the RA Manual referring to the Residence Life Coordinators when necessary

### **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, facilitating 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
- Attend weekly Senior Team and Residence Life Team meetings
- Assist with the recruitment, selection, and hiring processes of student leaders by assisting with information sessions, promotional campaigns, interviews, and other processes
- Facilitate 1-2 semesterly one-on-one meetings with Residence Assistants in your assigned community
- Communicate regularly with the Residence Life Coordinator through biweekly one-on-one meetings, emails, and documentation of incidents within Residence
- Manage a semester budget for programming
- Ensure Resident Assistants' workspaces are properly maintained, delegating to the RAs as necessary
- 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**

Senior Residence Assistants will perform their duties through a combination of pre-determined and flexible hours – requiring weekend and evening time commitments throughout the year. As such, Senior Residence Assistants cannot participate in more than 10 hours of extra-curricular, volunteer, or paid work. Senior 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.