

## **RESIDENT ASSISTANT (2019 – 2020 Academic Year)**

### **Booth University College**

Under the direction of the Student Services Coordinator, the Resident Assistant (RA) is responsible to foster and develop community with and among students living in residence and to assist in maintaining a safe and secure environment for residents.

#### Duties

- Create a sense of community by developing relationships with and among residents and by actively assisting and encouraging residents to plan and participate in various Residence Life programs and events.
- With the Student Services Coordinator, develop and implement weekly residence life programming that promotes the holistic wellbeing (spiritual, mental, emotional, and physical) of the residents and the residence community.
- Participate in University College events (i.e. events hosted by the Student Services office, Booth Gatherings, Student Council events, etc.)
- Promote and maintain a culture of accountability in the residence community, as it relates to the residence rules and regulations as outlined by the Residence and Student Handbooks.
- Address inappropriate behavior in an objective, consistent and respectful manner, providing rationale for policies and keeping the Student Services Coordinator informed of all such matters.
- Exercise authority in crisis situations such as fire alarms, bodily injury, etc., and take an active role in the prevention of such crises.
- Attend to the needs of resident students (i.e. assist residence students who are locked out of their rooms, inform students of medical resources, etc.).
- Immediately record and report all incidents to the Student Services Coordinator as well as complete all paperwork promptly, professionally and efficiently.
- Maintain a lifestyle that is consistent with Booth UC mission and values.
- Other duties as assigned.

#### Qualifications

- Be a Booth University College student in good academic standing.
- Have and maintain a GPA of 2.5 or better, to be reviewed at the end of each semester.
- Live in Booth University College residence while holding this position.
- Be able to maintain confidentiality.
- Be able to attend RA training days scheduled during the week prior to the Fall semester beginning.
- Be able to attend all major training sessions as scheduled throughout the year.
- Be capable of both functioning independently and working collaboratively with other staff.
- Be empathetic and fair, possessing excellent leadership, communication and listening skills.
- Have a valid driver's license (preferred).
- Be able to integrate Christian faith within the workplace

### How to apply?

If you are interested in applying for this position, please submit the following items to [booth\\_careers@boothuc.ca](mailto:booth_careers@boothuc.ca)

1. Resume
2. Cover Letter
3. Student Employment Application

**Application Deadline:** Based on anticipated numbers of students in residence we may require an additional Resident Assistant for the male student's floor. Please submit your application by July 25, 2019 and be sure to include current contact information.