



## **Booth University College**

### **LEAD RESIDENT ASSISTANTS (2022 – 2023 Academic Year)**

**Booth University College** has an opportunity for Lead Resident Assistants. Under the direction of the Student Services Coordinator, the the Lead Resident Assistants are responsible to foster and develop a community with students living in residence and to assist in maintaining a safe, healthy, and secure environment for residents.

#### **Key responsibilities**

- 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
- Implement weekly residence life programming that promotes the holistic wellbeing (spiritual, mental, emotional, and physical) of the residents and the residence community. These programs will be developed by the Student Services Coordinator and the Lead RA's
- 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. This also includes following and implementing COVID-19 related policies as stated in the Residence and Student Handbooks
- Address inappropriate behavior in an objective, consistent and respectful manner, providing a 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, ask for resupply of sanitization supplies, 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
- Fully immunized for Covid 19 if required to be on campus

## 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 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

## Application Instructions

If you are interested in applying for this position, please submit the following items in confidence to Human Resources; Booth University College by email to [BoothUC.Careers@boothuc.ca](mailto:BoothUC.Careers@boothuc.ca)

1. Resume
2. Cover Letter
3. Student Employment Application (accessible at <https://boothuc.ca/wp-content/uploads/2019/04/Student-Employment-Application-PRINT-VERSION.pdf>)

Accommodations are available upon request throughout the recruitment process.

**Application Deadline:** Applications will be reviewed as received, until April 30<sup>th</sup>, 2022.