Job Posting – Head Residence Advisor
Graduate House Residence

Job Title
Head Residence Advisor

Residence Name
Graduate House Residence, Spaces and Experiences, University of Toronto

Date Posted
December 6, 2023

Closing Date
January 7, 2024 at 11:59 PM EST

Summary of Core Duties
Reporting to the Assistant Dean, Residence Life and Communication (ADRLC) and the Residence Life Coordinator (RLC), the Head Residence Advisor (HRA) is a senior level student staff member focused primarily on staff support and development, student support and development, programming, communications, and administrative activities. The HRA is responsible for creating and maintaining a positive team dynamic among Residence Advisors; adjudicating and managing low-level student conduct, conflict resolution, and student distress/crisis cases; communications; and managing the programming initiatives of Graduate House.

Responsibilities

Team Development
- Provide leadership and support to the Residence Life Staff in the development of a positive residence community.
- Chair meetings with the Residence Life staff on a bi-weekly basis
- Be available on a regular basis, including evenings and weekends as needed, to provide support and assistance to staff, and address concerns.
- Assist the ADRLC and RLC in the planning and delivery of Residence Life staff training.
- Assist the ADRLC and RLC in providing on-going training to the Residence Life staff.
- Communicate regularly with the ADRLC and RLC and coordinate documentation regarding relevant staff and student concerns.
- Attend team meetings on a weekly basis.
- Advise and support Residence Life staff regarding personal and professional matters, referring them to appropriate campus resources when necessary.
- Plan and implement staff socials to strengthen team cohesion.
- Other duties as assigned.
Programming

- Provide leadership to Residence Life staff by assisting in developing and implementing the Graduate House Residence Curriculum.
- Serve as a resource for the creation of positive, intentional, and engaging programs.
- Organize, present, and support programs in the residence.
- Attend building-wide programs on a regular basis.
- Manage programming paperwork and keep the ADRLC and RLC up-to-date about programming.
- Employ risk management principles and techniques when planning and implementing programs.
- Establish and promote Graduate House programs among residents, including on social media outlets.
- Organize building-wide activities and events together with the Residence Life staff.
- Create and maintain the Graduate House Events Calendar and collate submissions for the weekly newsletter.
- Assist the Graduate House Council with programming initiatives.
- Other duties as assigned.

Community Support

- Recognize and be knowledgeable about the diverse student population in residence. Adapt to provide leadership, and support the needs of the specific communities.
- Meet with students to manage low-level conduct issues as they arise.
- Manage student issues (e.g., roommate conflicts, mediation, etc.) as they arise.
- Be a positive role model for students and increase avenues of communication with students by maintaining visibility, availability, and approachability.
- Provide on-call support for Residence Life staff.
- Be knowledgeable of emergency response procedures and implement as required.
- Support student leadership opportunities available in residence and/or on campus.
- Serve as the Residence Life staff Representative to Graduate House Council.
- As a leader, role model, and mentor within the residence, the HRA is expected to act appropriately at all times (on and off duty and on line) and in a manner consistent with the goals and values of Graduate House and the University of Toronto, and to uphold through example, direction, and advice the policies of Graduate House set forth in the Occupancy Agreement and in the Residence Handbook, and other notices or policies implemented by the Graduate House Administration or the University of Toronto from time to time.
- Other duties as assigned.

Administrative Duties

- Maintain the confidentiality of the department, students, and staff.
- Create the Residence Advisor on-call schedule.
- Manage a budget for programming.
- Check e-mail/voicemail at least once a day and respond daily to all e-mail and voice-mail messages.
- Other duties as assigned.
Qualifications for the Position

- Enrolled as a full-time graduate or second-entry student at the University of Toronto.
- Legally entitled to work in Canada.
- Excellent interpersonal and communication skills.
- Strong problem-solving and conflict resolution abilities.
- Demonstrated experience working effectively within a diverse student population.
- Availability to participate and respond to a variety of on-call shifts and meetings.
- Demonstrated leadership and mentoring capabilities.
- Prior experience within a residence setting required.

Compensation

Residence Advisor wages will be in accordance with Article 18 of the Collective Agreement summarized below:

- A regular monthly wage installment in the amount of $1348.00, pro-rated for any period of residence closure (e.g., December or January etc.) or any partial month of employment. As required by Article 18:04 of the Collective Agreement, a monthly deduction from these regular monthly net wages for the cost of your room, in the amount of $985.50. To the extent that these deductions exceed your regular monthly net wages, a statement of account for the balance will be provided by May 15 of the year in which this contract ends.
- Head Residence Advisors receive an additional monthly wage of $187.50, pro-rated for any period of residence closure (e.g., December or January etc.) or any partial month of employment.
- In addition to the recurring monthly payments, a one-time payment of $500.00, less applicable deductions, will be paid for the month of August.
- Special payments during the University’s winter holiday closure period (when the regular monthly amounts are not payable) in the amount of $100.00, less applicable deductions, per day of work scheduled by the Graduate House during this period, save and except for Christmas Day, Boxing Day, and New Year’s Day – during each of which the payment will be $150.00, less applicable deductions and a payment in the amount of $125.00, less applicable deductions if they are scheduled to work on a day with approved programming.
- Please note that the wages set out above are inclusive of vacation pay, and public holiday, to the extent required by the Employment Standards Act, 2000 and any applicable regulations. The salary is paid via direct deposit.

Term of Employment

August 7, 2024 - August 8, 2025, unless terminated earlier in accordance with the agreement.