



Job Posting - Residence Advisor

Graduate House Residence

Job Title

Residence Advisor

Residence Name

Graduate House Residence, Spaces and Experiences, University of Toronto

Date Posted

July 26, 2024

Closing Date

August 2, 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 Residence Advisor (RA) role at Graduate House builds community within the residence, upholds Graduate House's core values and Community Standards, provides residents with support and referrals in the event of academic and personal difficulties, responds to emergencies and critical incidents, functions as mediators in the event of conflicts between suitemates, undertakes programming initiatives geared towards graduate students, and helps ensure the safety and security of the building and our residents. Each RA is assigned to a section of the residence and has a special responsibility for getting to know the residents in their section and for providing any needed support on an ongoing basis. Each RA will also be assigned at least one on-call shift per week, during which they will provide support and respond to emergencies and critical incidents for the whole residence. Finally, each RA is assigned a content area or theme within which they will develop specialized programming supporting all Graduate House residents. In all their areas of responsibility RAs collaborate closely with other members of the Residence Life staff, with the Graduate House administration, and with campus and community partners, to support our residents and promote a community conducive to the academic, professional, personal, and social well-being of its members.

Responsibilities

Community Support

- Work with members of the Residence Life team to provide support and referrals to residents facing academic, personal, emotional, or psychological difficulties, or to suites experiencing conflict. This applies both to the residents living in the section of Graduate House to which they are assigned, and to all residents of Graduate House when they are on call.
- Assist with crisis response as required (whether on-call or not).



- Complete on-call shifts according to the schedule and fulfil on-call responsibilities as outlined by the ADRLC and RLC.
- Recognize and be knowledgeable about the diverse student population in the section of Graduate House to which they are assigned, provide leadership, and support the diverse needs of their assigned community.
- Manage student issues (suite-mate conflicts, mediation, etc.) as they arise (both within their section and when on-call).
- Maintain regular RA Office Hours for drop-in availability for residents.
- Hold one-on-one meetings with all residents within their assigned residence section once a term.
- Be a positive role model for residents and increase avenues of communication with residents by maintaining visibility, availability, and approachability.
- Be knowledgeable of emergency response procedures and implement as required.
- Support student leadership opportunities and programs available in residence and on campus.
- Demonstrate basic mediation and problem-solving skills when addressing conflicts and issues.
- As leaders, role models, and mentors within the residence, RAs are expected to conduct themselves 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.
- Assist with special events like move-in day & other building-wide events
- Other duties as assigned.

Team Development

- Participate in opportunities for the team to socialize in formal and informal settings.
- Attend and actively participate in weekly meetings with the Residence Life staff.
- Participate in providing performance appraisals and on-going feedback for Residence Life staff.

Programming

- Building on a Graduate House Residence Curriculum, each RA is assigned a special area of focus for their programming and student support initiatives, as well as a limited budget to support them. These programming specializations are assigned before RAs begin their contract. Current specializations include: Equity and Inclusion, Health and Wellness, Academics, International and Global Perspectives, Toronto Community, Graduate House Community, and Professional Development.
- Create positive, intentional, and engaging programs for the whole residence within their assigned programming area, throughout the year.
- Create positive, intentional, and engaging student support initiatives throughout the year for their assigned section of the residence.
- Effectively plan and manage their programming budget.
- Assess the effectiveness of their programs throughout the year by measuring them against specific outcomes as demonstrated in the Residence Curriculum.
- Practice risk management techniques when planning and implementing programs.
- Other duties as assigned.



Administrative Duties

- Maintain the privacy and confidentiality of the department, students, and staff.
- Check e-mail and 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.
- Ability to work 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 an asset.

Compensation

Residence Advisor wages are 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.
- 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 for training.
- 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.