

HEAD RESIDENCE ADVISOR POSITION DESCRIPTION

POSITION SUMMARY

Reporting to the Assistant Dean, Residence Life and Communication (ADRLC), the Head Residence Advisor (HRA) is a senior level student staff member focused primarily on staff support and development, student support and development, programming, 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, 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 in the facilitation and implementation of Residence Life Staff hiring.
- Assist the ADRLC in the planning and delivery of Residence Life Staff training.
- Assist the ADRLC in providing on-going training and development programs to the Residence Life Staff.
- Assist in providing performance appraisals and on-going feedback to Residence Life Staff.
- Communicate regularly with the ADRLC 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 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.
- 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 secondary on-call support for Residence Life Staff.
- Be knowledgeable of emergency response procedures and implement as required.
- Support student leadership opportunities and programs 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 your e-mail/voice-mail at least once a day and respond daily to all e-mail and voice-mail messages.
- Other duties as assigned.