

RESIDENCE PROGRAMMING ADVISOR JOB DESCRIPTION



Residence Services

POSITION TITLE:	Residence Programming Advisor
DEPARTMENT:	Residence Services
DIVISION:	Student Affairs and Campus Life
REPORTS TO:	Residence Life Coordinator
EMPLOYMENT:	Effective – September Expiring – April (of the following year)

BASIC FUNCTION

The Residence Programming Advisor (RPA) is a staff member and leader on the Residence Life Staff team who is an exemplary Mount Royal University student and a role model for the Resident Advisors (RA) and students. The RPA responsibilities include:

- Promotion of a positive Residence Life experience;
- Planning and facilitating programs for the Residence community and staff team in accordance with the Programming requirements described in the Residence Life Programming Model;
- Recruit and train Residence Activities Council members
- Advise RAC to ensure effective and appropriate events are planned and funds used in appropriate ways
- Review and manage programming paperwork submitted by RAs
- Monitor program successes and overall adherence to the Residence Life Programming model
- Manage the inventory of programming materials, send out regular reminders to RAs about supplies and request replacements and new items
- The management and enforcement of community standards;
- Assisting and referring students in academic, social, personal and disciplinary matters to the appropriate Residence Services and/or University resources;
- Performing duties as required in the general operations of their assigned Residence Community and the greater Residence Community;
- Maintaining a high level of visibility and accessibility within the greater Residence Community;
- Monitoring and reporting the physical conditions of the greater Residence Community;
- Empowering residents to develop a strong and supportive community;
- Participating and/or supporting Residence Life Team initiatives;
- Demonstrate confidentiality and protect the privacy of students and sensitive information of the office.

NATURE AND SCOPE

- The position of Residence Programming Advisor requires an individual who is self-motivated, capable of functioning independently or within a group, possesses exceptional leadership skills, and is willing to commit their efforts to the enhancement of Residence Life.
- The position shall be considered the Residence Programming Advisors principal out-of-class activity and any competing interest(s) must be approved by the assigned Residence Life Coordinator.
- The scope of the position includes supervisory, programming, disciplinary and administrative responsibilities.

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- Resident Programming Advisors are expected to maintain a Fall semester grade point average of 2.0 and a cumulative grade point average of 2.5. Resident Advisors are expected to be enrolled as full time students and are required to inform an RLC of any changes in their student status.
- Residence Programming Advisors must have Standard First Aid – CPR C & AED certificate before assuming duties.

DUTIES AND RESPONSIBILITIES

Promotion of Residence Life

Residence Programming Advisors:

- Will maintain a standard of conduct which serves as a model to residents by getting involved and participating in residence, campus, and community events.
- Must set norms with respect to residents' behaviour by positive example and enforcement.
- Will respond to the needs of residents by fostering a positive and friendly atmosphere in the greater residence community.
- Will create an atmosphere that is conducive to academic success and serve as a strong academic role model.
- Will assist residents through referrals and mediation processes as needed.
- Will maintain positive communication with the Residence Life Staff Team, including Resident Advisors, Residence Programming Advisors, Senior Resident Advisors, Residence Life Coordinators and Residence Services Staff.

Supervision of the Residence Community

Residence Programming Advisors:

- Participate in the RLS on-duty rotation.
- Know, observe, model, and enforce all community standards outlined in the Residence Conduct Guide.
- Read and be familiar with all Sr. RA, RPA and RA training materials, Residence Conduct Guide, Programming Model, and any other printed material distributed by Residence Services.
- Follow the documentation and communication procedures outlined in the Residence Conduct Guide.
- Maintain complete confidentiality in accordance with the Freedom of Information and Privacy Act and the policies of Residence Services.
- Report on all aspects of the Residence Community to the RLC, including the immediate communication of concerning resident behaviours and safety and security issues.

Administrative Tasks

Residence Programming Advisors:

- Read and familiarize themselves with the Residence Contract and any other printed and web-based materials as distributed by Residence Services.
- Check standard forms of communication on a daily basis for information from Residence Services and the Residence Life Management Team.
- Post information and posters for residents as received and directed by the Residence Life Leadership Team.
- Participate in training around the use of StarRez; receive, protect and remember a StarRez password.
- Review and make suggestions on RA programs and programming paperwork submitted by RAs
- Keep track of RA and RAC programming budget to ensure appropriate allotments are spent each semester

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- Make recommendations about the state of repair and complete maintenance requests for common Residence facilities within their designated areas.
- Remain in Residence 24 hours after final exams end in Fall term and up to 48 hours after final exams end in Winter term (specific dates and times to be communicated as soon as possible).

Programming

Residence Programming Advisors:

- Aid the RLCs with the creation and facilitate the execution of Welcome Week at the beginning of the Fall semester.
- Facilitate the creation and execution of two large scale area programs a semester.
- Assist in the creation and execution of two large scale Residence wide programs a semester with the Residence Activities Council.
- Will aid the staff in the facilitation of programs for their community in accordance with the Residence Life Programming Model.
- Assume responsibility for compiling all programming statistics for particular team as well as overseeing staff's program planning, implementation and evaluation. Communicate any concerns to an RLC as soon as possible (staff job performance issues, budget concerns, etc).
- As needed, hold programming information sessions for Resident Advisor team.
- Meet with your RLC on a bi-weekly basis as required.

Team Involvement

Residence Programming Advisors:

- Support the work of their Team and the Residence Life Staff Team as a whole.
- Know team members and share skills and expertise with them.
- Share concerns and update peers on situations that may arise for the purpose of efficient and effective response while on duty.
- Collaborate, support and challenge one another where possible.

Meetings and Training Sessions

Residence Programming Advisors:

- Will attend all Residence Life Staff meetings and training sessions, including;
 - Weekly team meetings which are usually Monday evenings
 - Hold one program planning meeting once a month with the Residence Activities Council (or as required)
 - Meet on a regular basis with the other RPA to discuss programming initiatives and planning
 - Bi-weekly report meetings with their Residence Life Coordinator
 - All In Services training sessions
 - One day workshop in the winter term (*early January*)
 - Two days of Senior Leadership Training (*August, pre-training*)
 - The entirety of Fall Training at the end of August
 - Will come prepared and on time to all meetings and training programs, ready to learn and participate in the training experience.

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On Duty

Residence Programming Advisors:

- Perform on duty shifts on a regular basis as scheduled by their Senior Resident Advisor.
- Must remain in their assigned residence area (East or West) during their scheduled on duty shifts.
- Will not consume any alcohol 18 hours before or for the duration of an on duty shift.
- If an on call shift change is requested the Residence Programming Advisor will immediately notify their Senior Resident Advisor.
 - Please note: Changing of on duty shifts is a privilege and the Residence Life Management Team reserves the right to limit the number of shift changes per semester if deemed necessary.
- Will not participate in partial on duty coverage unless with permission of the Residence Life Coordinator.
- Assume responsibility for the management of the Residence master keys, the resource room keys and access codes while on duty and other instances as required.
- Keep all information on community lists confidential and secure.
- Must complete a minimum of three rounds on “busy” nights including but not limited to Thursday, Friday and Saturday nights. On all other nights, a minimum of two rounds must be completed. The last round on a “busy” night must not begin until 1:00am whereas all other nights the final round must not begin until 11:00pm.
- Are expected to submit incident reports as necessary. Incident reports must be submitted by the end of the on call duty shift and will be necessary even when the Residence Programming Advisor is not on duty.

Maintenance, Facilities and Housekeeping

Residence Programming Advisors:

- Report damages, housekeeping and maintenance problems in a timely manner.
- Monitor and promote the residents’ responsibilities for cleanliness in their units and community.
- Maintain exemplary cleanliness in personal accommodations.
- Ensure prompt clean up after events and programs.
- Complete unit inspections as requested by the Residence Life Management Team (typically formal inspections happen once per semester).

Safety and Security

Residence Programming Advisors:

- Ensure that exterior entrances to buildings are properly closed and locked at all times.
- Investigate and question non-residents in the Residence Complex.
- Promote joint responsibility in the Residence Community for individual residents’ safety.
- Assist the on duty Resident Advisors, the Residence Leadership Team, Campus Security, Fire Department and other authorities as directed in emergency situations.

Other duties

Residence Programming Advisors:

- Are responsible for aiding in the check-in and check-out processes as directed by the Residence Life Management Team and Residence Services Staff.
- Will remain in Residence until the scheduled end of their employment contract, unless otherwise authorized by the Residence Life Coordinator.
- Will consult with their Residence Life Coordinator to determine timeliness and approval for absences from Residence greater than 48 hours.
- Will consult with their Residence Life Coordinator before accepting additional part time work or volunteer opportunities equal to or exceeding eight hours per week.

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- Maintain regular liaison with their Residence Life Coordinator, Senior Resident Advisor and Residence Life Staff Team and follow up in a timely and efficient manner to requests/questions from residents, staff or the Residence Life Management Team.
- Assist with the Resident Advisor selection process.
- Will complete other duties as assigned by the Residence Life Management Team.

Critical Dates (subject to change)

- Training dates: Two weeks at the end of August.
- Residence Move in Day/start of contract: Early September.
- End of exams, Fall term: Residence Life Staff can leave 24 hours after final exam period ends and unit checks have been completed.
- January training date: Early January
- In the Winter term, Residence Life Staff can leave/end of contract 24 hours after final exam period ends, and unit checks have been completed, by 12:00PM. Exact date will be communicated.