



The Role of Resident Assistant

As Determined by College Administration 16 September 2014

Role Description

A **Resident Assistant (RA)** is assigned to each floor or floor group within the College. She is responsible for the general care and oversight of the residents within her floor group. This care and oversight involves:

- promoting and upholding the ethos, values, policies, rules and procedures of the College;
- fostering a sense of community within the floor group and, in conjunction with the other RAs, across the College;
- being generally aware of the physical and emotional wellbeing of the residents within her floor group;
- being available as a listener and “first port of call” for residents concerns and issues;
- encouraging all residents to live a healthy, balanced life personally and communally;
- working and liaising with other student leaders within the College in order to foster the life of the College community;
- assisting with maintaining the security of the College at nights and weekends by participating in the on-call RA roster, monitoring foyer duty roster and fulfilling College lock-up and unlock duties;
- referring matters to the Dean of Students or Principal as necessary.

A **Senior Resident Assistant (SRA)** is designated from among the RAs by the Principal and Dean of Students as the team leader of the RA group. The SRA will:

- assist the Dean of Students in building the RA team;
- liaise between the RA team and College Administration on matters related to the role of RAs within the College;
- liaise between the RA team and other key student leaders (e.g. Student Club Executive) on matters related to the role of RAs within the College;
- be a student representative on the College Council and thereby participate in the policy discussions of the Council on behalf of the current residential community.

RAs are responsible firstly to the Dean of Students and then through the Dean, to the Principal of the College.

RAs are appointed for the term of the academic calendar year commencing with P-Week (one week prior to O-Week) and concluding at the end of semester 2. They must remain in College for the full 35 weeks of the normal College contract (which includes swotvac and exam period in both semesters, but does not include the between semester break). One mid-semester break in either semester 1 or 2 may be taken as leave on a rostered basis.

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RAs receive the following remuneration package:

- a small wage (in 2014, this wage was \$175 per fortnight);
- the use of a large ensuite room (including weekly cleaning of ensuite) for the price of a standard room;
- additional accommodation and services related to compulsory training and preparation time (e.g. P-Week);
- sundry other privileges related to their role as part of the College Student Leadership Team (which consists of the RA team and the Student Club Executive).

An RA may be dismissed from her role for any behaviour that contravenes the ethos, values, policies, rules and procedures of the College, especially one that jeopardises the safety or wellbeing of a resident, the risk management processes of the College, and/or the reputation of the College.

In order to apply (or re-apply) to be an RA, a resident must have lived in the College for at least 2 years and have a cumulative GPA of 4.5.

The Person of an RA

The role of an RA is essentially one of community development. In such a role, the person or character of the worker is very important in establishing their suitability for and authority in the role. In keeping with the College's 3 core values of community, collegiality and care, each RA will:

- model those values and the 7 key characteristics which demonstrate them in her person and her life;
- treat all residents, staff, contractors and voluntary workers with dignity, recognising the value and worth of each person;
- maintain a friendly but firm relationship with residents within her care, so that she is seen to be both approachable and committed to College ethos, values, policies, procedures and rules;
- maintain appropriate levels of privacy and confidentiality for all College-related matters especially in relation to the residents within her care;
- use the designated lines of accountability and management to raise any concerns about residents, staff, contractors or voluntary workers;
- be reliable and consistent in fulfilling her role and duties.

Duties

Training & Accountability

All potential RAs must attend training designated by College Administration prior to the application and assessment process.

All appointed RAs must:

- hold a Blue Card indicating suitability for employment in child-related services;
- attend P-Week and participate in training as designated by College Administration;
- obtain or maintain current First Aid certificate;
- attend weekly meetings with the Dean of Students and/or Principal to plan and review activities within the College, discuss any issues, develop strategies for addressing issues, and monitor those strategies.

The Role of Resident Assistant

Floor

All appointed RAs must:

- get to know each resident in her floor group personally and keep in regular contact with them;
- plan and hold at least 2 social events for their floor groups per term;
- encourage and support participation by residents in the academic, social, cultural, sporting and spiritual activities of the College;
- organise and oversee milk, bread and clean-up duty roster for the kitchenette on your floor.

General

All appointed RAs must:

- attend all College events (including weekly Formal Dinners and Chapel) where possible;
- assist in hosting duties for Formal Dinners, special events, open days etc.;
- remain in College when rostered on-call at night, on weekends or during mid-semester break;
- fulfill all rostered duties or arrange to swap duties with another RA;
- sleep at the College every night during the contracted period unless an overnight absence has been negotiated with the Dean of Students or the Principal;
- take appropriate action in relation to incidents such as accidents, prowlers, presence of strangers, loud noise or any undue disturbance, advising the Principal or Dean of Students (whoever is on-call) as soon as possible by phoning the College mobile 0408 846 042;
- act as floor wardens in the case of evacuation of the College site and/or arrange for another floor resident to take that role in the RA's absence;
- insist that residents wear appropriate footwear at all times for work health and safety reasons, with barefoot students being sent out of the dining room to put on shoes;
- insist that residents do not wear night attire in the dining room or remove cutlery or crockery from the dining room;
- check for guests or strangers in the dining room, ensure that they are accompanied by a resident, and that they have paid for their meal and/or accommodation;
- arrange for provision and return of mattresses for residents' overnight guests (female only) and receive payment for guest stays;
- uphold and enforce the 2 key rules of the College that no alcohol is kept or consumed in the accommodation blocks and no male guests are in College between 11.55 pm and 8.30 am;
- checking that any strangers on College premises at any time have a valid reason for being on-site and are accompanied or supervised by staff, residents or one of the College's key regular contractors;
- ensure that residents only use the gym between the hours of 7 am and 9 pm;
- minimise power use by ensuring that residents turn lights, heaters etc. off when there is no necessity to have them on.

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Risk Management

All appointed RAs must:

- familiarise themselves with the College Risk Management Plan;
- follow the Risk Management Plan in planning and organising all College activities;
- act in ways that promote a positive, safe and respectful work, study and living environment;
- act in ways that eliminate or minimise risk so far as is practicable.

Work Health, Safety and Environment

All appointed RAs must:

- comply with the Risk Management Plan including all workplace policies and rules (including Safe Work Methods [SWMs] and Job Safety Analyses[JSAs]), and all emergency and evacuation procedures;
- familiarise themselves with work health, safety and environmental sustainability policies and procedures as communicated;
- follow all work health, safety and environmental sustainability policies and procedures as instructed;
- notify management of any identified risks or hazards to people or the environment;
- participate in work health, safety and environmental consultations;
- work in a safe manner without risk to themselves, others or the environment (including correct use of Personal Protective Equipment [PPE]);
- report all incidents, injuries, illnesses or hazards to their Section Manager (Dean of Students) or the Principal;
- seek assistance from their Section Manager (Dean of Students) if unsure of work health and safety rules and work methods;
- report any faulty tools, plant or equipment to their Section Manager (Dean of Students) or the Principal.

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