



# THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES  
OFFICE OF STUDENT ACCOMMODATION ON & OFF CAMPUS

## **DIVISION OF STUDENT SERVICES AND DEVELOPMENT**

Telephone: (868) 663-0075 ♦ Fax: (868) 663-8407 ♦ E-mail: UWIHalls@sta.uwi.edu

---

Wednesday, March 1, 2023

### **RESIDENT ASSISTANT**

Applications are invited for the post of Resident Assistant at the Halls of Residence; St. Augustine Campus for the academic year 2023/24.

Qualified students are invited to complete the online application form at -  
<https://forms.office.com/r/FigXQdjCBg>

The **Resident Assistant** (RA) position is open to all **registered** postgraduate students (both full-time and part-time) at The UWI, St. Augustine and registered full time students pursuing a first degree who will be in their third or final year during the 2023/24 academic year. Please note that the minimum GPA requirement to hold an RA position is 3.0. The successful applicants will receive free accommodation (single room) on the hall to which they are assigned for the duration of their RA appointment - **one (1) academic year**.

The contract period includes all pre-service and in-service training. All RAs are required to be in-residence and to participate fully in all training, from Sunday 13<sup>th</sup> August 2022, and orientation activities which commence prior to the opening of the halls.

### **Responsibilities of an RA**

*Resident Assistants (RAs) are students who live in university residences. They help foster strong and healthy residential learning communities, which complement and extend classroom learning.*

The main duties of the Resident Assistant include the following:

- Orientation of new students and building a positive sense of community within the halls
- Initiating programs for academic guidance
- Serving as a resource and/or liaison for the university by providing a bridge between administration and residence
- Providing first aid, handling medical emergencies and assisting with disaster preparedness
- Providing “on-duty” coverage on nights and weekends as scheduled by Hall Administration

- Assisting residents with both personal and academic concerns

Resident Assistants will champion the needs of the students in their communities while ensuring the vision of the university is accomplished. This will be achieved by:

- Ensuring that hall rules and regulations are followed
- Creating residential environments that enhance student academic progress and success
- Promoting the intellectual life of the residents
- Creating opportunities for students to explore and clarify their interests, values and attitudes
- Building an inclusive and reflective environment in which differences of background and belief are explored
- Providing personal and academic counseling and referral
- Participating in hall activities
- Knowing and explaining university policies
- Encouraging student responsibility and accountability
- Regular meetings with hall administration

The post of Resident Assistant is part-time and no outside employment may be undertaken without the consent of the Hall Manager.

**Apply Now:** <https://forms.office.com/r/FigXQdjCBg>

To complete your application, you are required to submit the following supporting documents;

1. A copy of your current CV
2. A digital Copy of your current Unofficial Transcript.
3. Two References. One reference should be from the present leader of any group to which you belong or volunteer your services to.
4. One (1) digital passport sized photograph.

All supporting documents are to be submitted digitally to  
Manager  
Student Accommodations Office  
Email: [UWIHalls@sta.uwi.edu](mailto:UWIHalls@sta.uwi.edu).  
Subject RA application 2023

**Application Deadline: March 31, 2023**

**Only short listed applicants will be acknowledged.**