



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

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Resident Assistant Job Description

Duties

The post of Resident Assistant is Part Time and no outside employment may be undertaken without the consent of the University.

Resident Assistants (RA's) are graduate, clinical or final year undergraduate 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 Preparation of Disaster Plans
- 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 residence
- Creating opportunities for students to explore and clarify their interests, values and attitudes
- Building an inclusive and reflective environment in which difference 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 meeting with Hall administration

Detailed Responsibilities:

I. Community Building and Peer Relationships

1. Become individually acquainted with each resident on his/her floor and build a rapport that will foster open communication.
2. Implement and encourage the development and maintenance of a community spirit on his/her floor, including social, educational, recreational, and floor and hall council activities.
3. Assist new students in their transition to University life.
4. Become a positive role model for residents.
5. Assist in fostering a spirit of community within the residence by encouraging tolerance and respect for the rights of others.
6. Use sound decision-making and conflict resolution skills to solve problems if and when they arise.
7. Be visible, approachable and available to hall residents

II. Assistance for Peers

1. Be open minded and learn to listen to each resident
2. Encourage and assist individuals in finding their own solutions.
3. Refer freely to departmental, campus and community resources.
4. Develop trust and maintain confidentiality in the peer assistant role.
5. The Residential Assistant must become familiar with most, if not all the of the Campus operations and make referrals when appropriate.
6. Utilize events and activities that already exist on campus and ensure that they meet the needs and interests of students.
7. Coordinate events for the purpose of promoting interpersonal interaction and community development.

8. In collaboration with the Resident Manager and/ or other staff, offer educational, or needs-based, programmes to meet the dynamic needs of our residential Community, whether a specific or targeted group, or the entire population
9. Ensure that all programmes and community builders are approved and directed by your Manager, SRC.
10. Maintain confidentiality in relation to all private and staff communication and conversations.
11. Be a role model to students.

III. Administrative Duties:

1. Ensure that you remain on call as required and assume formal and informal duty responsibility
2. Assist in opening and closing of the hall, preparation of rosters, damage inventories, cooperation with Campus staff, and other duties as assigned.
3. Report and document health and safety threats and concerns in a timely and efficient manner.
4. Assist with orientation of hall residents

IV. Health and Safety:

1. Training with Safety equipment is necessary
2. Report all safety hazards and maintenance concerns.
3. Assist the Manager, Student Residential Community with emergencies.
4. Be familiar with and communicate all safety regulations to hall residents.
5. Encourage and perpetuate healthy safety practices on halls under their care.
6. Conduct regular health and safety inspections.

V. Residence Hall Regulations:

1. Provide continuous interaction which encourages students to act with reason, to assume responsibility for their actions, and to consistently show consideration for others.
2. Be conversant with all rules and regulations pertaining to student behaviour
3. Develop strategies to enforce rules and regulations, and assist students in developing methods of self-enforcement.
4. Take appropriate action to protect the health, safety, and rights of residents.

VI. Communication with Staff:

1. Provide the Manager, Student Residential Community with accurate and timely information concerning any specific problems as well as the general environment of the floor via weekly meetings.
2. Ensure that you attend and participate in all training and staff meetings.
3. Ensure development and promotion of a positive working relationship with all residence community staff, including Supervisors, Secretaries, and custodial employees.

Additionally, this individual may be assigned to perform other related duties from time to time.