



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
STUDENT ACCOMMODATION OFFICE

DIVISION OF STUDENT SERVICES AND DEVELOPMENT

Telephone: (868) 662-2002 - Extensions: 82387/82251 ♦ E-mail: UWIHalls@sta.uwi.edu

RESIDENT ASSISTANT

The **Resident Assistant (RA)** position is open to all **registered** postgraduate students (both full-time and part-time) and **registered** students pursuing a first degree who will be in their third or final year during the 2018/19 academic year, at The UWI, St. Augustine, campus. Please note that the minimum GPA requirement to hold an RA position is 3.0. In addition, **all interviews** will be conducted the week of the **26th March, 2018**.

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 Resident Assistants are required to be in-residence and to participate fully in all training (**May 21st – 25th 2018**) and orientation activities which commence prior to the opening of the halls. Applicants must therefore be available to take up residency by **August 20th 2018** prior to the start of the academic year.

Responsibilities of an RA:

The main duties of the Resident Assistant include the following:

- Orientation of new students and building a positive sense of community within the halls
- To plan and implement developmental programs in collaboration with Hall Administration
- 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
- Provide “on-duty” coverage on nights and weekends as scheduled by Hall Administration
- Assisting residents with both personal and academic concerns and providing appropriate referrals as needed
- To communicate policies and information to residents on their floor and Hall
- To enforce policies established by the University of the West Indies, Halls of Residence and the laws of Trinidad and Tobago
- To support and participate in Hall activities and programs (safety, security, workshops etc.) within the hall
- To work cooperatively with all Hall staff and report maintenance matters and concerns
- To respond to emergencies that occur within the hall as needed

Resident Assistants will champion the needs of the students in their communities while ensuring the vision of the university is accomplished. Fundamental to the position of RA is their ability to be a role

model. RA's must be exemplary at all times, especially in conduct, level of maturity, responsibility, judgement and scholarship.

As a staff member of DSSD, student staff members are the closest and most vital link with residents. This will be achieved by:

- Ensuring that hall rules and regulations are followed and that ALL residents feel welcomed and are treated with dignity and respect
- 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 respected
- To be familiar with the various counselling and other services available on the campus
- Participating in hall activities
- Knowing and explaining university policies
- Encouraging student responsibility and accountability
- Providing feedback on activities and behavioural issues on hall to Hall Administration through reports and meetings
- Ensuring that Residence Life reporting protocol is followed, such as emergency, community disturbance, psychological crisis, victims of crime, missing students, etc.

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

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.

Completed application forms, résumé and supporting documents should be forwarded to:

The Manager
DSSD – Student Accommodation Office
1st Floor, Student Activity Center
The University of the West Indies
St. Augustine

Application Deadline: Monday 19th March, 2018

Only short listed applicants will be acknowledged.



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RESIDENT ASSISTANT APPLICATION FORM

SECTION I

Surname: _____ First Name: _____ Middle Initials : _____

Student ID : _____ Programme : _____ D.O.B.: _____

Faculty/Unit: _____ Year: _____ Expected Date of Completion of Programme: _____

Term Address: _____

Permanent Address: _____

Telephone Contact: _____ Email Address: _____

SECTION II

Have you ever resided on a hall of residence? ☐ YES ☐ NO

If Yes, indicate name of hall, the institution and period of stay: _____

Have you previously held the position of Resident Assistant/Resident Advisor? ☐ YES ☐ NO

If Yes, please indicate at which hall of residence, institution and during what period (year)? _____

Did you hold any position in the hall committee during your stay on hall? ☐ YES ☐ NO

If Yes, please indicate the position held, the hall and the period: _____

Have you held any other positions in any other committee/association? ☐ YES ☐ NO

If Yes, please indicate the position held, institution and the period: _____

List Employment:

Period Position Held dd/mm/yy to dd/mm/yy	Position and Company/Organisation	Responsibilities

Volunteer Experience:

Period dd/mm/yy to dd/mm/yy	Organisation/ Group	Position Held and Responsibilities

SECTION III

Please write a short essay (not exceeding 500 words) briefly addressing the following:

- Describe the characteristics of the type of community you would like to create on hall
- What are some specific things you could do as an RA to create this kind of community?

A Complete Application Will Consist of:

1. A completed Resident Assistant Application Form.
2. An updated copy of your résumé
3. Corresponding response to “Section III”
4. A Copy of an Unofficial Transcript. (Note – a printed copy from internet is acceptable).
5. Two References. One reference should be from the present leader of any group to which you belong or volunteer your services.
6. One (1) passport sized photograph.

I have read the above information for the position of Resident Assistant and verify that I meet the minimum qualifications. I understand that no application will be considered unless all required documents are received by the deadline date of **19th March 2018**.

I certify that all the statements I have made are true to the best of my knowledge and belief. I authorize investigation of all statements contained in this application that may be necessary in arriving at an employment decision. I understand that this investigation includes checking university records to verify my G.P.A. In the event of employment, I understand that false or misleading information in my application or selection process may result in dismissal. I also, understand, that I am required to abide by all rules and regulations of The University of the West Indies and the Halls of Residence, and failure to do so will result in disciplinary action being taken against me.

Signature: _____

Date: _____