

## **Assignment 4.2 – Application Package**



## Residence Advisor 2021-2022 Job Description

### JOB SUMMARY

Under the direction of the Residence Life Manager (RLM), the Residence Advisors support the mandate of the Department of Student Housing and Hospitality Services by living in the assigned residence and promoting residence communities which are:

1. Safe and secure
2. Conducive to academic pursuits
3. Conducive to personal growth and learning

### RESIDENCE LIFE MISSION

To provide a safe and secure living/learning environment where residents have access to educational opportunities and related co-curricular programmes that promote personal growth and academic success.

### COMMITMENT TO EQUITY AND INCLUSION

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit or Indigenous person.

### ORGANIZATIONAL STATUS

All residence advisors report directly to the RLM. Residence Advisors work in collaboration with members of the university community, intramural coordinators, housekeeping/maintenance staff and Student Housing and Hospitality Services office staff.

### WORK PERFORMED — BASIC DUTIES AND RESPONSIBILITIES

#### 1. Staff Training and Development

- a. Attend and participate fully in the Residence Advisor August Training, January Training, in-service training and all additional training sessions throughout the year.
- b. Attend all staff meetings, both area and small team staff meetings

#### 2. Community Support

##### *All Residence Advisors must:*

- a. Be in own residence community as an active and involved member each week for the term of appointment (as determined by your RLM), and sleep in own room five out of seven nights each week. These weekly requirements must include a Friday and/or Saturday. This is accomplished by:

- i. Being available throughout and participating in opening weekend, and
  - ii. Using service requests from residents to initiate and build rapport, and
  - iii. Fulfilling administrative responsibilities, when required.
- b. Act as a resource and support for residents dealing with personal, academic, and administrative concerns, and make appropriate referrals when necessary;
- c. Submit a written request to the RLM to obtain permission to be away from residence for a period longer than 24 hours. Be prepared to stay through Reading Week. Remain in residence through one day past the final day of exams (first term) and until 12:00pm (noon) on May 1<sup>st</sup>, 2022. Advisors may be absent from residence up to three extended periods during the first term and two extended periods during the second term (i.e. weekends). These extended periods must be scheduled with and approved by the RLM;
- d. Perform on call shift responsibilities, including patrolling residence areas on foot (may require walking alone within the residence area at night);
- e. Address situations whenever in residence. Respond to any emergency that may arise. Have an active presence in your community to allow you to proactive with any residents' concerns.

*In suite-style residences, advisors are also required to:*

- a. Meet the residents and know the majority of their names by the end of the first month of each term;
- b. Maintain a frequent presence in community and unit (as defined by the RLM);
- c. Complete frequent Unit Visits (as determined by the RLM);

*In traditional-style residences, advisors are also required to:*

- a. Meet the residents and know the majority of their names by the end of the first two weeks each term;
- b. Maintain a frequent presence in floor lounges and study lounges and an open door to promote availability while in the community;
- c. Host frequent community meetings (as determined by the RLM);
- d. Purchase and use a mandatory Meal Plan in the residence dining facilities. Regularly be visible and eat in the residence dining facilities with residents throughout the academic year.

### **3. Programming**

*All Residence Advisors must:*

- a. Propose, implement and evaluate programmes which are varied both in content and target audience. These programmes must be approved by the RLM. These programmes or programme series must meet the needs of the residence community by completing all assigned programming requirements, and must support the residence life mission statement and the UBC Residence Life community building model;
- b. The quality and quantity of programmes expected will be outlined by the Residence Life Manager during Advisor Orientation. Participation in building-wide or large scale programming and the involvement of campus partners is required. You are expected to run programmes consistently throughout the course of the year; and
- c. Assist initiatives of the Department of Student Housing and Hospitality Services, residence leadership groups and other residents by promoting and participating in their events and activities.

### **4. Behavioural Standards and Regulations**

- a. Know and observe the rules and regulations of both Residence and the University;
- b. Respond in a timely and appropriate fashion when violations occur;
- c. Investigate and document all violations in a timely fashion;

- d. Set an exemplary standard of conduct while in residence and/or the company of other residents at all times;
- e. Demonstrate an exemplary standard for the confidentiality of all information pertaining to students and Residence Life Staff.

#### 5. Departmental Administration

- a. Be familiar with the policies and procedures of the Department of Student Housing and Hospitality Services as outlined in the Residence Advisors' manual and Residence Contract and other departmental publications.
- b. Complete verbal and written reports professionally and in a timely manner.
- c. Provide assistance in dealing with administrative matters (i.e. maintenance reporting and investigating damage assessments, assisting with room inspections after students move out, assisting with move-out donation drive, etc.).
- d. Assist in the Residence Advisor recruitment and selection process, including participating in Carousel weekends.
- e. Attend/host frequent community meetings, and other administrative meetings as required.
- f. Perform other duties as assigned.

#### REQUIREMENTS

- 1. Be a registered UBC student and meet the requirements to live in the assigned residence area;
- 2. Live in assigned staff accommodation and are not permitted to share their staff accommodation with another person unless they have received prior written authorization from the Associate Director, Residence Life.
- 3. Maintain a minimum academic standing of 65%;
- 4. Any other proposed employment or extra-curricular activities must be discussed with and approved by the Residence Life Manager before the Residence Advisor can commit to it. A maximum of twelve hours per week of additional employment and/or extra-curricular involvement is permitted;
- 5. Prior to signing an Advisor Employment Contract, any proposed time away from residence for academic practicums, placements, field school, etc. must be discussed with and approved by the RLM;
- 6. New Residence Advisors must provide a Criminal Record Report to document that no relevant criminal record exists and certification of sufficient First Aid and CPR prior to arriving for Residence Advisor Orientation.

#### TERM OF APPOINTMENT

For the period of August 24<sup>th</sup>, 2021 to May 1<sup>st</sup>, 2022 only. \*

#### REMUNERATION

For the term of appointment, a Residence Advisor receives \$9,264.<sup>00</sup>, paid in semi-weekly installments. \*

*\*Please note that dates and remuneration are based on the current contract period and are subject to change.*

## Works Cited

“Residence Advisor 2021-2022 Job Description.” UBC Okanagan Residence Life,

<https://okanagan.housing.ubc.ca/wp-content/uploads/2021/01/RA-Job-Description-2021-2022.pdf>

390 Balfour Drive  
Coquitlam, BC V3K 6C5

December 2, 2021

Samantha Larsen  
Residence Life Manager  
The University of British Columbia. Kelowna, BC V1V1V8

Dear Ms. Larsen,

Please consider my application for a residence advisor position on the residence advisor team at UBC Okanagan, as advertised on November 22 on [okanagan.housing.ubc.ca](http://okanagan.housing.ubc.ca). I will graduate from the University of British Columbia on April 30 of 2023, with a Bachelors of Management Degree. Colleagues of mine from last year's Alumni UBC-O Student Legacy Project team recommended that I apply and take on a position that utilizes my skills.

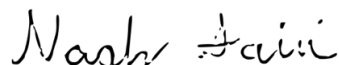
As you can see from my enclosed résumé, I worked as a part-time cast member for over one year before eventually becoming a part-time chief returning officer at the Students Union of the Okanagan at UBC. Overall, these combined experiences have provided me with the skills and abilities to address students and staff's service, organization, planning, leadership, and regulatory needs.

As a current Bachelors of Management student, I am motivated by challenges that require extensive knowledge of business practices and team-building. Specifically, my administrative and project implementation skills will be assets to the residence advisor team.

I enjoy making a difference in students' lives and working in the hospitality sector. My experience, education, and personality have prepared me to coordinate with students and team members. Overall, these traits will help me think critically to find solutions to various problems I may face in the residence advisor role.

I appreciate your kind reading and consideration of my application and look forward to speaking with you sometime at your convenience. Please feel welcome to contact me at (778) 837-7146 or by email at [noahsaini@live.ca](mailto:noahsaini@live.ca) should you have any questions.

Sincerely,



Noah Saini

Encl. Resume

Noah Saini  
390 Balfour Drive  
Coquitlam, BC V3K 6C5  
Phone: (604) 232-0924  
Email: [nsaini99@student.ubc.ca](mailto:nsaini99@student.ubc.ca)

- Objective** To create a safe, growth-inspiring, and supportive environment for students at UBCO Residence Life as a Residence Advisor
- Education** *The University of British Columbia, Vancouver, BC*
- 2020-Present
- 2017-2020
- Bachelors in Management
  - Bachelors in Business Administration-Accounting
- Employment** *Students Union of the Okanagan at UBC*
- 2021-Present
- Chief Returning Officer
- Upheld regulations and bylaws for elections
  - Created spreadsheets and reports to document actions
  - Disciplined candidates when necessary
  - Hired Deputy Returning Officers
  - Created social media content (graphics) for elections
  - Communicated actions to students through Zoom meetings, email, and social media
- 2018-2019
- Cineplex Entertainment*
- Cast Member
- Served customers with food and beverages
  - Cleaned common spaces
  - Answered customer questions and provided creative solutions when posed with an issue
  - Documented customer traffic and other statistics
- Projects** UBC Course ENGL 301- Feasibility Report on Hybrid Learning
- Surveyed students to understand their views on
  - Conducted secondary research on learning methods to gain perspective
  - Determined possible solutions to better the learning of students at UBC Okanagan
  - Submitted the report to the Vice-Chancellor of UBC
- References** Available upon request.

To: Romil Jain  
From: Noah Saini  
Date: December 2, 2021  
Subject: Reference Request – Noah Saini

Dear Mr. Jain,

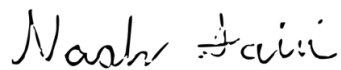
I hope all is well since the last time we met. I am writing to request a letter of reference for a residence advisor position at UBC Okanagan.

As you know, I am in my third year of Management and enjoy being involved in school-related activities. As a result, I am starting to look for jobs, specifically, a position at UBC Okanagan that requires more responsibility. While volunteering under your guidance and management in the Student Legacy Project Team, I have gained irreplaceable experience and hands-on skills working with students. I was able to understand the needs of students and address them appropriately, even amid the pandemic. With your diverse skills and experience, your reference would be a critical component for my job search.

If you have any questions or concerns, please do not hesitate to contact me at [nsaini99@student.ubc.ca](mailto:nsaini99@student.ubc.ca).

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Noah Saini". The signature is written in a cursive, slightly slanted style.

Noah Saini

Encl. Resume and Cover Letter



To: Aaron White  
From: Noah Saini  
Date: December 2, 2021  
Subject: Reference Request – Noah Saini

Dear Mr. White,

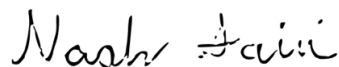
I hope all is well since the last time we met. I am writing to request a letter of reference for a residence advisor position at UBC Okanagan.

As you know, I am in my third year of Management and enjoy being involved in school-related activities. As a result, I am starting to look for jobs, specifically, a position at UBC Okanagan that requires more responsibility. While working under your guidance and management at the SUO, I have gained irreplaceable experience and hands-on skills working with students and the university. I was able to understand the needs of students and address them appropriately, even amid a changing university setting. With your adverse skills and experience, your reference would be a critical component for my job search.

If you have any questions or concerns, please do not hesitate to contact me at [nsaini99@student.ubc.ca](mailto:nsaini99@student.ubc.ca).

Thank you for your consideration.

Sincerely,

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Noah Saini

Encl. Resume and Cover Letter



To: Aria Seraji  
From: Noah Saini  
Date: December 2, 2021  
Subject: Reference Request – Noah Saini

Dear Mr. Seraji,

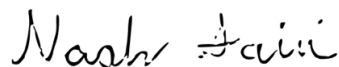
I hope all is well since the last time we met. I am writing to request a letter of reference for a residence advisor position at UBC Okanagan.

As you know, I am in my third year of Management and enjoy being involved in school-related activities. As a result, I am starting to look for jobs, specifically, a position at UBC Okanagan that requires more responsibility. While working under your guidance and management at Cineplex Entertainment, I have gained irreplaceable experience and hands-on skills working with customers from all backgrounds. I was able to understand the needs of customers and address them appropriately. With your diverse skills and experience, your reference would be a critical component for my job search.

If you have any questions or concerns, please do not hesitate to contact me at [nsaini99@student.ubc.ca](mailto:nsaini99@student.ubc.ca).

Thank you for your consideration.

Sincerely,

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Noah Saini

Encl. Resume and Cover Letter