



RESIDENT ASSISTANT

INTRODUCTION

The Women's College is a leading academic residential college for women. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

The Resident Assistant (RA) program is at the core of the College's pastoral care system. The RA team consists of approximately thirteen senior students who are residents at College in the fourth year of their undergraduate degree or above. The RAs are a key component of the Student Leadership at the College, providing pastoral care and general support to all students. RAs are primarily responsible for the students located on their wing and assigned affiliate students; they also have the general well-being of all students at heart. Resident Assistants must live on site.

Resident Assistants report to the Dean of Students and their appointment is at the discretion of the Principal.

THE POSITION

PASTORAL CARE

- Establish good relationships between the students on the wing, including affiliate students, and organise activities to ensure regular positive interactions e.g. regular wing functions
- Take an active and genuine interest in the well-being of the students and where appropriate, assist students in resolving any issues
- Work closely and communicate regularly with the Dean of Students to ensure the health and well-being of the students is attended to as priority
- Refer any pastoral concerns to the Dean of Students, Dean of College, Vice Principal or the Principal as appropriate
- Collaborate professionally with other members of the RA team

COLLEGE LEADERSHIP

- Engage with different groups of students from a variety of years to obtain a wider understanding of the College cohort e.g. sit with different year level groups in the Dining Hall
- Be approachable for help and assistance for students who are academically struggling/be proactive in identifying students who are experiencing academic problems and refer them to their Academic Assistant (first years) or the Dean of College (all students)
- Attend official College functions, such as Formal Dinners, Senior Common Room events and other special events conducted during the year e.g. IWD, Chancellor's Dinner, Valedictory Dinner, Open Day etc.
- Participate in Student Club activities such as the Formal, Spring Cocktail, student induction programs during Women's Welcome Week, and as directed by the Dean of Students etc.
- Actively engage in the co-curricular program at the College, or be an enthusiastic spectator at Rosebowl and Palladian events etc.
- Participate/assist in events run by the Dean of Students and/or the RA team

ROSTER DUTIES

Perform roster duties on a rotating basis including evening/overnight duty from 5pm to 8am and a day duty (weekends only) from 8am to 5pm. During your duty you will be asked to be “on call” on the Resident Assistants’ mobile phone, remain in College and conduct security checks at approximately 5.00pm and 10.00pm. This roster also includes weekends and the one-week mid-semester break periods. It is expected that you will be visible during the evening and attend dinner in the Dining Hall. As a guide, you would be expected to:

- Take responsibility for the general tidiness and presentation of the College
- Open students’ room doors when locked out, in accordance with the procedures outlined in the College Handbook
- Provide emergency care, such as minor first aid, or recommending that the student consult a doctor/go to the Emergency Department
- Act as Chief Fire Warden during a College evacuation, assuming all duties involved
- Assist with audio-visual and catering equipment pack up and set up
- Contact the emergency services such as police, University Campus Security, the fire brigade or an ambulance as necessary, and inform the Dean of Students when this action is taken
- Oversee the general security of the College
- The beginning and the end of each semester are the busiest in College life; an RA may be requested to assist in welcoming new students and assisting with check-outs outside of “roster duty” times—this is part of living in College and RAs are expected to positively approach such responsibilities as part of their role.

OCCASIONAL DUTIES

- Attend induction and training for RAs as scheduled by the Dean of Students
- Attend scheduled meetings of the RA team (usually fortnightly)
- Maintain a high level of professional contact with the Dean of Students
- Inform the Dean of Students as soon as possible of concerns
- Perform other occasional duties as per the direction of the Dean of Students
- Leading College during evacuation and lockdown emergencies, in adherence with procedures

QUALIFICATIONS & EXPERIENCE

- A minimum three years’ experience of full-time university study
- An excellent academic record
- Demonstrated leadership experience
- Demonstrated high level administrative and organisational skills
- Ability to liaise professionally with College staff and stakeholders
- Value highly the qualities of honesty, kindness, inclusion and integrity
- Ability to deal appropriately with confidential and sensitive information
- Ability to work collaboratively and energetically within a team
- A significant commitment to and passion for College life
- Demonstrated pastoral care aptitude amongst peers
- Tertiary study in education, medicine, allied health, psychology and social work would be advantageous in this role, but not essential

BENEFITS

- Mentorship and Professional Development from the Dean of Students and Senior Staff
- Membership of the Sibyl Society