



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 College may offer the development opportunity to be an RA to selected third year students with an expectation they continue in the role into higher years of study. Together with the House Committee and Academic Assistants, the RAs are a key component of the Student Leadership team 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 Sub-Dean of Students and their appointment is at the discretion of the Principal.

THE VOLUNTARY 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, and general wing harmony
- Take an active and genuine interest in the well-being of the students and where appropriate, assist students in resolving any issues
- Follow up on any pastoral or disciplinary issues identified by the Senior Resident Assistants and/or the Sub-Dean as required
- Work closely and communicate regularly with the Senior Resident Assistants and the Sub-Dean of Students to ensure the health and well-being of the students is attended to as a priority
- Refer any pastoral concerns to the Sub-Dean of Students, Vice Principal or the Principal as appropriate
- Collaborate professionally with other members of the RA team and the Senior RAs

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 Vice Principal (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, Vaedictory 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 Sub-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 Sub-Dean of Students and/or the RA team

OCCASIONAL DUTIES

- Attend induction and training for RAs as scheduled by the Sub-Dean of Students
- Attend scheduled meetings of the RA team (usually fortnightly)
- Maintain a high level of professional contact with the Sub-Dean of Students
- Inform the Sub-Dean of Students as soon as possible of concerns
- Perform other occasional duties as per the direction of the Sub-Dean of Students
- Lead your wing of College during evacuation and lockdown emergencies, in adherence with procedures
- RAs are required to be available to check students in their wing out of College at the end of semester, both when reception is closed and on the final checkout day
- Assist the Senior Resident Assistants in occasional overnight or weekend out-of-hours “On-call” duties as required. RAs may opt in to take shifts but this will not be a compulsory requirement of the role. A separate statement of duties and contract will be issued to RAs who take up this option.

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 Sub-Dean of Students and Senior Staff
- Membership of the Sibyl Society
- The RA role is a voluntary position of seniority within the College and not dissimilar to the contributions and time volunteered by the House Committee to students of the College. As such, RAs will be offered a Professional Leadership Scholarship to acknowledge their time and commitment. The value of the scholarship is determined by the Principal with reference to a student’s demonstrated skills, aptitude, relevant experience and capabilities.