



SENIOR 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 position of Senior Resident Assistant (SRA) provides professional advancement opportunities for a Resident Assistant or postgraduate student who shows a particular aptitude in the area of pastoral and College leadership. The College will appoint two SRAs annually, who will work closely together over the academic year in assuming responsibility for out-of-hours care of the College and its students.

Senior Resident Assistants will be enrolled in full time study at a university in Sydney and have at least one year of contribution as a Resident Assistant (RA) within the Women's College or have held a comparable position in a similar context. The SRAs will assist the Sub-Dean of Students with mentorship, management and training within the RA program, as well as being her delegate as necessary and under the direction of the Principal. SRAs must live on site.

The two Senior Resident Assistants will hold shared responsibility for the out-of-hours duty roster on a week-on, week-off basis and will report to the Sub-Dean of Students. The appointment of the Senior Resident Assistants is at the discretion of the Principal.

THE POSITION

COLLEGE LEADERSHIP

- Work closely with the Resident Assistant (RA) team to provide outstanding leadership, mentoring and role modelling
- Liaise with individual RAs regarding pastoral care of students in their wing and support RAs in following up on any disciplinary or pastoral concerns, in consultation with the Sub-Dean of Students
- Attend and act as Secretary for RA meetings, which includes professional minute taking and distribution, follow-up and action points
- Assist the Sub-Dean of Students in the delivery of training for new RAs
- Assist the Sub-Dean of Students in the mentorship/team activities for new RAs
- Be willing to undertake additional training to supplement pastoral and safety skills, knowledge and experience
- Initiate and implement ideas and programs to improve the RA program in collaboration with the Sub-Dean of Students

ROSTER DUTIES

Perform roster duties on a rotating, week-on-week-off basis including evening/overnight duty weekdays from 5pm to 8am and over the weekend. SRAs will be expected to support each other closely

both in a professional sense and practically in the coverage and delivery of the duty roster. During duty shifts SRAs will be asked to be “on call” on the SRA mobile phone, remain in close proximity to College (i.e. no more than ten minutes away) and conduct security checks at approximately 5.00pm and 10.00pm. This weekly roster includes weekends, the one-week mid-semester break periods, and the mid-year break. It is expected that SRAs will be visible during the evening when they are on duty (including at College functions) and attend dinner in the Dining Hall. As a guide, SRAs 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 recommend 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 for College related and external functions which fall out of hours
- Contact the emergency services such as police, University Campus Security, the fire brigade or an ambulance as necessary, and inform the Sub-Dean of Students when this action is taken
- Oversee the general security of the College and liaise with any hired external security

ADDITIONAL QUALIFICATIONS & EXPERIENCE

- At least four full years’ experience of full-time university study
- An excellent academic record
- Demonstrated leadership experience as an RA or comparable role
- 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 College life and the RA program
- Demonstrated pastoral care aptitude amongst peers
- Demonstrated knowledge of relevant College policies and procedures

BENEFITS

- Professional development through mentorship, leadership, broad responsibilities and managerial experience
- Member of the Sibyl Society