



THE WOMEN'S COLLEGE

Within the University of Sydney

RESIDENT ASSISTANT

INTRODUCTION

The Women's College is the leading academic residential college for women in Australia. 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 team is part of the College's student leadership team, and aims to:

- Promote the welfare of the students of the College
- Uphold the values of the College in alignment with the College's purpose to inspire, connect and empower women.
- Provide an inclusive College environment that champions community, cultural, sporting and social endeavours.

The Resident Assistant team strives to:

- Effect good self-governance outcomes, while adhering to the policies and compliance requirements of the College
- Consider the environmental and sustainability impact of all proposed events and activities
- Understand how their activities contribute to the goals of diversity, inclusion and positive College culture.

LEADERSHIP EXPECTATIONS

- Demonstrate and role-model a positive approach to the College's values, policies and strategy
- Passion for the advancement of Women's College and its students
- Outstanding integrity and advanced understanding of the concept of confidentiality when dealing with sensitive information
- Understand the importance of reputation management and support the College's practices and policies
- Work collaboratively with College's senior leadership group (House Committee, Resident Assistant and SRA team, Academic Assistants), building community within the group
- It is essential to be fully available and present during the annual Leaders' Training Week, Welcome Week and any other special leadership and professional development activities
- Be in good academic and financial standing with the College.

THE VOLUNTARY POSITION

The Resident Assistant (RA) program is at the core of the College's support structures for student wellbeing. The RA team consists of approximately fourteen senior students who are residents at College, usually in the third or fourth year of their undergraduate degree or above. Together with the House Committee, Academic Assistants and Senior Resident Assistants, the RAs are a key component of the student leadership team at the College, providing 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 wellbeing of all students at heart. Resident Assistants must live on site.

Resident Assistants apply for positions each year and are interviewed and appointed by staff. They report to the Dean of Students and their appointment is at the discretion of the Principal.

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
- Attend and occasionally act as Secretary for RA meetings, which includes professional minute taking and distribution, follow-up and action points
- Attend and take attendance at weekly Formal Dinners for your wing, and remind students to sign in guests to the Dining Hall
- Nominate for one RA portfolio throughout the year (including RA Rep to House Committee, WH&S committee, and yearbook report)
- Effectively communicate College activities to ensure widespread awareness and inclusion, including but not limited to: all social media channels, push notifications through sub-chat groups (e.g. RA wing chat groups, rep chat groups, Spirit and Community convenors, etc.), digital screens, posters/banners/flyers, formal dinner announcements, etc.
- Attend official College functions, such as Formal Dinners, Senior Common Room events and other special events conducted during the year, e.g. Chancellor's Dinner, Valedictory Dinner, etc., and participate and assist in events run by the Dean of Students and/or the RA team, or senior staff
- Actively engage in the co-curricular program at the College, or be an enthusiastic spectator at Rosebowl and Palladian events, etc., and participate in other Students' Club activities
- Familiarity with College handbook and policies, including university- and college-based support services and how to access them
- Contribute to the preparation of detailed handover notes for the incoming position holders in the following year.

WELLBEING SUPPORT

- Work professionally within the RA-SRA team to provide outstanding leadership, mentoring and role modelling
- 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
- Discuss and complete, and assist residents to complete sharing agreements (for shared spaces, e.g. twin share rooms, shared ensuites and pantries)
- Establish and maintain inclusive and respectful group chats between the students on the wing
- Take an active and genuine interest in the wellbeing of the students and, where appropriate, assist students in resolving any issues
- Follow up on any wellbeing or disciplinary issues identified by the Senior Resident Assistants and/or the Dean as required
- Work closely and communicate regularly with the Senior Resident Assistants and the Dean of Students to ensure the health and wellbeing of the students is attended to as a priority
- Manage general issues that arise in their wing (e.g. noise, student conduct) in consultation with the SRAs and Dean of Students
- Work within the RA team to be present in the wing overnight on key social evenings and occasions at College (e.g. Wednesday nights, special events such as Twilights, Formal, Spring Cocktail, mid-semester breaks, etc.)
- Refer any wellbeing concerns to the Senior Resident Assistants, Dean of Students, or the Principal as appropriate
- Complete and submit incident reports to the WHS committee as soon as practically possible after the incident (in collaboration with the SRA where relevant)
- Be approachable for help and assistance for students who are academically struggling, and/or 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)
- Conduct fresher student reviews during semester one (and semester two, where relevant) and provide a short, written report on each student in their care
- Plan and deliver the annual RA Picnic, in line with College's charity, events and inclusion policies.

OCCASIONAL DUTIES

- Inform the Dean of Students as soon as possible of concerns
- Lead their wing of College during evacuation and lockdown emergencies, in adherence with procedures
- 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-Duty" or "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
- Perform other occasional duties as per the direction of the Dean of Students or Principal.

QUALIFICATIONS & EXPERIENCE

- A significant commitment to and passion for College life and the RA program
- A minimum two years' experience of full-time university study
- A strong academic record
- Demonstrated leadership experience
- Demonstrated high level communication, administrative and organisational skills
- Ability to liaise professionally with College staff and stakeholders
- Commitment to 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
- Demonstrated pastoral care aptitude amongst peers
- Demonstrated knowledge of relevant College policies and procedures.

BENEFITS

- Professional development through mentorship, leadership training and broad responsibilities from the Dean of Students and senior staff
- Provided with first aid, mental health first aid, CPR and RSA training
- Membership of the Sibyl Society (if fourth year and above)
- Professional development in relation to building and acquitting budgets
- The RA role is a voluntary position of seniority within the College. RAs will be offered a Professional Leadership Scholarship to acknowledge their time and commitment.