Residential Advisor (RA) Role Specification:

University of Sussex
Campus & Residential Support
Residential Advisor

Vacancies available: 40 to 80 (varies depending on number of returning RAs)

Residential areas available: Limited posts are available in University-managed accommodation both on campus and off-campus in Brighton, Lewes and the local area.

Responsible To: Head of Campus & Residential Support, Residential Support Managers, Residential Community Coordinators and Building Managers.

General: Residential Advisors are volunteers who will be assigned a residential area by the Campus & Residential Support Management team. As the role necessitates being resident in University-managed accommodation (on or off campus) Residential Advisors will receive a £27 weekly rent rebate for a room, location to be agreed upon by the Residential Support Managers. Off-Campus Residential Advisors will also receive an additional travel rebate to help with travel costs.

Main Responsibilities

Residential Advisors will be responsible for the following:

1. Ensuring that they are familiar with the residence and University regulations.

2. Giving guidance to residents and their guests on resident regulations and the consequences of failing to abide by those regulations.

3. Providing appropriate written reports for the Residential Support Management and Building Manager following any emergency situations or incidents that occur.

4. Being available during all arrival weekends (Autumn/Spring/Summer terms) to provide support to the residents and Building Manager.

5. Maintain a visible presence in person by living in University-managed residences, wearing your RA jacket every Wednesday, displaying posters including your photo and contact information in the flats you are responsible for.

6. Maintain a visible presence online and be a positive representation of the RA Scheme. This includes regular posting (at least once per week) and interaction on the University and Campus & Residential Support social media pages.

7. Dealing promptly and fairly with any incident of anti-social behaviour, calling upon assistance from your RCC, Residential Support Managers, the Porter, Security and the Emergency Services etc. as circumstances dictate.

8. Fostering a good working relationship with the Campus & Residential Support Team, Porters, Building Managers and Security Personnel on campus.
9. Attending monthly meetings with the Residential Community Coordinators and/or Team Leaders to discuss issues relating to the residences and, where possible, contributing ideas and information in order that services provided within the residence are improved and developed.

10. Maintaining regular contact with the Residential Support Management and Building Manager in order that appropriate information regarding the residence and residents is communicated.

11. Requesting absences from your residence for 3 consecutive nights or more with your line manager.

12. Attend your residence’s ‘Welcome Event’. Events to run over consecutive Saturdays at the beginning on the first Saturday of term (exact dates for each residential area TBC).

13. Assist in organising Social Programming Events (social activities for students living in residences). Each RA must organise and run one social event each term and support a fellow RA at an event each term.

14. Being back on campus and ready for training on Saturday 14th September 2019. Failure to arrive in time for the start of training will result in the termination of your contract.

15. Being available for an all-team meeting in 3rd Term 2019 (exact date TBC).

16. Assisting staff with fire alarm evacuations and setting an example to other residents.

17. Assisting residents with help and advice when sought and signposting residents as required to appropriate services for assistance.

18. Promoting a harmonious living environment within the residences by encouraging students to live and work together in a considerate manner.

19. Assisting housekeeping staff/building managers to ensure the cleanliness of flat kitchens and mediating between residents if issues arise.

20. Attendance at selected training events (ample warning will be given for these events).

21. Remaining on campus until the last day of the each term.