Residential Advisor (RA) Job 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 in 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 Manager(s). ‘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. Ensuring that the residents and their guests observe all residence regulations and inform residents of the consequences should they fail to do so.

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

4. Maintain a visible presence, both online and in person, and 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.

5. Dealing promptly and fairly with any incident of anti-social behaviour, calling upon assistance from the Porter, Security and the Emergency Services etc. as circumstances dictate.

6. Fostering a good working relationship with the Porters, Building Managers and Security Personnel on campus.

7. Attending monthly meetings with the Residential Community Coordinator(s) and/or Team Leader(s) to discuss issues relating to the residence and where possible contributing ideas and information in order that services provided within the residence are improved and developed.

8. Maintaining regular contact with the Residential Support Management and Building Manager in order that appropriate information regarding the residence and residents is communicated.
9. Providing appropriate written reports for the Residential Support Management and Building Manager following any emergency situations/incidents that occur.

10. Discussing proposed absences from their residence for over 3 consecutive nights with line manager.

11. Attend your residence’s ‘Welcome Event’. Events to run over consecutive Saturdays at the beginning of the 1st term (exact dates for each residential area TBC).

12. Assist in organising residential social activities. Must lead and organise one social event and support a fellow RA at one other every term.

13. **Being back on campus and ready for training on Saturday 8th September 2018. Failure to arrive in time for the start of training will result in the termination of your contract.**

14. Being available for a meeting TBC to meet all new hire RAs (3rd Term 2018).

15. Assisting with fire drills and during other fire alarm evacuations.

16. Assisting residents with help and advice when sought and referring residents as required to the relevant advisors for assistance, such as health services, counselling services and academic support.

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

18. Overseeing and monitoring the cleaning of flat kitchens by the residents.

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

20. Remaining on campus until the last day of the third term.