



POSITION DESCRIPTION

Position:	Resident Advisor
Department:	Residential College
Reporting to:	Deputy Dean, Residential College
Contact:	Anthony McGirr – Deputy Dean
Salary:	\$17,000 plus 17.5% leave loading plus 10.5% superannuation
Hours worked:	12 hours per week. This role requires occasional additional hours outside of these hours. You will be paid overtime for any additional hours worked.
Date:	October 2022
Contract dates:	1 st February 2023 – 1 st December 2023
Residence dates:	RAs must be in residence by the 1 st of February 2023 at the latest, and can remain in residence until the 31 st of December 2023. Successful RAs are able to be reappointed to this position in the following year. Reappointed RAs can remain in residence over the entirety of the summer break period.
Leave Dates:	RAs are required to take leave during the mid-year period of the 24 th of June-9 th July, when students check-out of the College with the mid-year break and duties are minimal.

POSITION SUMMARY

Resident Advisors provide pastoral support to the student body, with specific responsibility for students on an assigned corridor(s). Resident Advisors liaise with the college-appointed Student Coordinators in keeping a watching brief on the wellbeing of all students, ensuring the safety of students at College events, and maintaining the good order of the corridor.

Working to a roster, Resident Advisors are expected to be available for students and College functions in the evenings and on weekends, and to play an active role in the life of the College. Resident Advisors play a key role in promoting and maintaining the positive culture of Trinity College in all aspects of College life, in line with the organisation's overall values of achieving a better world.

Residential Advisors are allocated a corridor (or two) to provide wellbeing support throughout the year. The total number of students each Residential Advisor is assigned to support is between 25-30, depending on the corridors assigned.

The life of a Residential Advisor varies from week to week and at different times of the year.

Typical weekly duties include:

- Arranging small catch ups or whole corridor meetings to check in with students
- Meeting with Student Coordinators to discuss the wellbeing of the corridor
- Attending fortnightly meetings with the Student Coordinators and Residential Advisors in your building/s

- Attending fortnightly meetings with the Residential Advisor team facilitated by the Deputy Dean
- Attending a minimum of two Formal Hall dinners each week
- Completing a four-hour 'on call' duty shift. RAs complete between 7 to 10 shifts per semester
- Attending and supervising a College event either onsite or offsite
- Supporting students by attending College extracurricular events such as sport, music, theatre, and/or committee initiatives

Other duties throughout the year include:

- Attending training prior to the commencement of the academic year, including First Aid and Mental Health First Aid
- Conducting interviews for the College's admissions process
- Conducting interviews alongside the TCAC to appoint Student Coordinators
- Completing one 2-hr bursary (i.e. food service) shift each semester
- Attending corridor dinner with the students on your corridor/s
- Resident Advisors receive a salary that is paid fortnightly and pay rent for accommodation. The accommodation is a private, one-bedroom/one-bathroom apartment with modest cooking facilities on a corridor with students. The rent payment includes all meals and utilities, and reasonable access to internet data. Rental rates range from \$307-\$332 per week, depending on the assigned building. This rental fee is invoiced by the College's accounts department and is usually issued on a monthly basis in advance. Payment plans for rent are available.

SELECTION CRITERIA

Essential:

1. A tertiary qualification.
2. Demonstrated experience in the pastoral care of young people, with previous experience in a residential environment highly desirable.
3. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
4. The ability to contribute positively and work within a team environment, and to foster community harmony on a residential corridor/within a residential building
5. A strong interest in the personal development of talented and diverse young people.
6. A willingness and enthusiasm to contribute to the wider life of the College.

Further Information:

- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants should have a current First Aid certificate, and a Mental Health First Aid certificate. The College will arrange and pay for training if these have not yet been attained.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if invited for interview.
- The successful applicant must possess or secure a Working with Children approval.

KEY RESPONSIBILITIES

A Resident Advisor plays a key role in developing a positive college community, and ensuring students are provided with a safe, positive, and inclusive environment to live and study in.

Pastoral:

1. Provide wellbeing support for students on your designated corridor/s, and escalate issues to the Wellbeing Coordinator, and/or Academic Programs, and/or Deputy Dean where appropriate
2. Develop positive and respectful relationships with students on your corridor/s so as to become an initial point of contact when they are seeking wellbeing support. This includes making regular contact with students, being present in the community, and being available to students for a minimum of four nights a week during semester.
3. Respond to, assist with, and report any serious or critical incidents in the College.
4. Attend regular meetings, including a fortnightly Residential Advisor meeting and a fortnightly Student Coordinator and Residential Advisor meeting.

College community:

5. Attend, assist, and supervise College events regularly to promote safety, inclusivity, and a positive College culture. Resident Advisors are rostered on to approximately 6-8 events each semester. These events take place both onsite and offsite.
6. Attend two Formal Hall dinners per week.
7. Provide 1 hour per week of **either**:
 - i. Teaching an extra-curricular tutorial in the area of your choice, which can be run in a group with another RA e.g. Mindful Meditation Class, Cooking Class etc.
 - OR
 - ii. Run a 1-hour Study Hall of an evening for students in your area of expertise
 - iii. Support students by attending 1 hour of College extracurricular events each week, such as sport, music, theatre, and/or committee initiatives
8. Through regular one-on-one meetings, mentor and support the Student Coordinator on your corridor/s to develop, promote, and maintain a corridor environment that is safe, respectful, welcoming, and inclusive. This includes general behaviour and corridor cleanliness.
9. Work closely with the Student Coordinator on your corridor/s to organise corridor events, including one corridor dinner and one corridor social event each semester, as well as informal events that promote corridor cohesion and inclusivity.
10. Assist new students to settle into the College by helping with orientation weeks in February and July, and helping to form positive, respectful relationships with students on a corridor. Resident Advisors are expected to be present for the majority of O-week activities.
11. Assist with admissions interviews during peak intake time with 1-2 interviews per week.
12. Assist College executive staff and the TCAC with other initiatives that foster positive College culture.
13. Attend initial training in College emergency procedures and protocols, and other essential training as required by the College.

On-call Duty Shifts:

14. Conduct a rostered "duty shift" of 4-hours regularly scheduled across semester as part of a roster.
15. Resident Advisors are also placed on the duty shift escalation roster throughout the year whereby Resident Advisors support the overnight security team in responding to serious or critical incidents. Resident Advisors are paid overtime for any work they complete when on 'escalation duty'.
16. On-call responsibilities are to:
 - i. Assist with, and respond to, all calls to the Duty Phone, including lockouts, facilities issues, and incident management.

- ii. Escalate issues and incidents to Residential Executive members on call for support and reporting.
- iii. Provide a report of all calls received whilst on-call to the Deputy Dean upon completion of the shift.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity, Society