



## POSITION DESCRIPTION

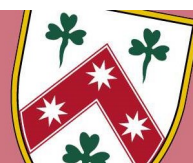
<b>Position:</b>	Resident Advisor
<b>Department:</b>	Residential College
<b>Reporting to:</b>	Associate Dean, Residential College
<b>Contact:</b>	George Haswell, Associate Dean
<b>Salary:</b>	\$24,809 plus 17.5% leave loading plus 12% superannuation
<b>Hours worked:</b>	14 hours per week. This role requires occasional additional hours outside of these hours. You will be paid overtime for any additional hours worked.
<b>Date:</b>	May 2025
<b>Employment type:</b>	Ongoing, part-time
<b>Residence dates:</b>	RAs can remain in residence until 31 December 2025.  RAs can remain in residence over the entirety of the summer break period.
<b>Shut down periods:</b>	<b>Mid-year Shut Down</b> There will be a temporary shutdown of approximately two weeks, in relation to RAs during the winter break, when students check-out of the college. RAs must take at least two weeks annual leave during the winter break. Leave without pay may be taken at this time, if insufficient annual has been accrued to cover the period of the shutdown, subject to written agreement with the College.  <b>Christmas – New Year period Shut Down</b>  There will be temporary shutdown applicable to RAs during the months of December and January in each year when students have checked out of the college. During that period you will be entitled to take annual leave. Employees may take leave without pay may be taken at this time, if insufficient annual has been accrued, subject to written agreement with the College.

## 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. Additionally, Resident Advisors will contribute to the culture and community of the College by taking on a specific portfolio focused on enhancing the student experience.

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 Associate Dean
- Attending a minimum of two Formal Hall dinners each week
- Completing a four-hour 'on call' duty shift. RAs complete between 8 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
- Taking responsibility for a specific portfolio (e.g., sport, sustainability, community service, arts) that enhances the overall student experience.
- Support student leaders in the development of programs and events related to the assigned portfolio, ensuring they align with the college's values and objectives.
- Collaborate with other RAs and student leaders to create a vibrant campus culture.

Other duties throughout the year include:

- Attending training prior to the commencement of the academic year, including First Aid, CASA House Training, Mental Health and Wellbeing training etc.
- Conducting interviews for the College's admissions process
- Conducting interviews alongside the TCAC to appoint Student Coordinators
- Completing one bursary (i.e. food service) shift each semester
- Attending corridor dinner with the students on your corridor/s

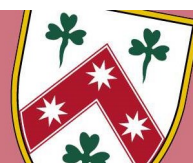
### **Residential Arrangements**

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 10 meals a week (during the academic semester) and utilities, and reasonable access to internet data. Rental rates range from \$389-\$414 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. It is a condition of your employment that you must ensure that all rental payments are paid to the College in a timely manner.

### **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. Proven ability to manage time efficiently, juggle multiple priorities, and maintain a balanced approach to work.
4. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
5. Demonstrated ability to maintain healthy boundaries in a dynamic work environment
6. The ability to contribute positively and work within a team environment, and to foster community harmony on a residential corridor/within a residential building.
7. A strong interest in the personal development of talented and diverse young people.
8. A willingness and enthusiasm to contribute to the wider life of the College.





**Desirable:**

1. Currently undertaking post-graduate study either by coursework or research

**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.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- Applicants should have a current 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.

**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**

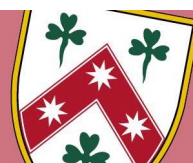
1. Provide wellbeing support for students on your designated corridor/s, and escalate issues to the Wellbeing Coordinator, and/or Academic Programs, and/or one of the Deans where appropriate
2. Develop positive and respectful relationships with students on your corridor/s so as to become an initial point 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.

**Portfolio**

1. Taking responsibility for a specific portfolio that enhances the overall student experience.
  - i. Assist in the development and implementation of programs and initiatives that enhance the student experience within the designated portfolio (e.g., academic, sports, sustainability, arts, specific student cohorts).
  - ii. Offer guidance and support to student leaders involved in portfolio initiatives, helping them develop their leadership skills and enhance their effectiveness within the community
  - iii. The portfolios assigned to Resident Advisors are designed to align with the evolving needs of our community. As such, they are not fixed and may be adjusted at the College's discretion to respond to emerging priorities or changing student needs. This approach ensures that Resident Advisors are well-equipped to provide relevant and impactful support across various areas as determined by the College

**College community**

2. Attend, assist, and supervise College events regularly to promote safety, inclusivity, and a positive College culture. These events take place both onsite and offsite.
3. Attend two Formal Hall dinners per week.





4. 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.
5. 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.
6. 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.
7. Assist with admissions interviews during peak intake time with on average 2-3 interviews per week.
8. Assist College executive staff and the TCAC with other initiatives that foster positive College culture.
9. Attend initial training in College emergency procedures and protocols, and other essential training as required by the College.
10. Act as a Fire Warden for your designated building

#### **On-call Duty Shifts:**

11. Resident Advisors are placed on the duty shift escalation roster throughout the year whereby Resident Advisors support the overnight and weekend security team in responding to serious or critical incidents. Resident Advisors are paid overtime for any work they complete when on 'escalation duty'.
12. On-call responsibilities are to:
  - iv. Assist with, and respond to, all calls to the Duty Phone, including lockouts, facilities issues, and incident management.
  - v. Escalate issues and incidents to Residential Executive members on call for support and reporting.
  - vi. Provide a report of all calls received whilst on-call to the Associate Dean upon completion of the shift.

#### **CHILD SAFETY**

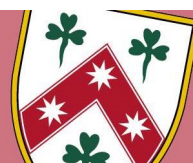
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the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

#### **OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

##### **All Employees must:**

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.





## 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 more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate 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.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

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 – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration.

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.

