

SUMMER RESIDENT ADVISOR (RA) APPLICATION

APPLICATION DEADLINE: January 17th 2020

ALL Concordia Students who meet the qualifications are encouraged to apply!

POSITION SUMMARY

Reporting to the Supervisor, Residence International Enrichment and taking direction from Extension Officer, the Summer Resident Advisor (RA) role is a **live-in**, part-time student position responsible for facilitating the safety and community development of their assigned community. This position will specifically support the programming and operations of the visiting Chinese Student program of approximately 60 students.

Remuneration: 5 hours/week on average for May 1st-June 19th, and 37.5 hours/week on average for June 20th-August 7th and a private room provided at no cost as payment for on-call responsibilities.

Contract Dates: May 1st 2020-August 7th 2020 (tentative).

RESPONSIBILITIES

- Create and administer educational and community building programs that align with the Residence Learning Design and Summer International Curriculum
- Ensure health and safety standards are being observed in the communities and report any issues that arise
- Provide high-level customer service to maintain a high-quality visiting student experience
- Complete regular on-call shifts to respond to emergencies and administer the Community Standards
- Deliver reports to the Supervisor, Residence International Enrichment including but not limited to: Incident Reports, Community Resolutions, Maintenance Requests, and Programming Plans
- Participate in mandatory training which will include online learning through Moodle and in-person sessions
- Be a positive role model and student leader on campus and in residence
- Perform other duties as required

QUALIFICATIONS

- Excellent communication and interpersonal skills is required
- Experience with intercultural communication or Chinese language and culture skills is considered an asset
- Demonstrated ability to problem-solve and demonstrate an exceptional degree of professionalism is required
- Must be enrolled in Concordia University of Edmonton in either the 2019-2020 academic year or 2020-2021 academic year
- Must have an acceptable campus/residence conduct background
- Must be legally entitled to work in Canada and be able to pass a criminal background check
- Previous experience in Residence/Student Life is an asset

APPLICATION INSTRUCTIONS

Interested applicants should visit concordia.ab.ca/residence/student-hiring

Any questions can be directed to William Logan, Supervisor, Residence International Enrichment

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780-479-9349

