

Resident Caretaker/Advisor – Reports to Property Manager (Part-Time)

The Resident Caretaker/Advisors primary objective is to enhance the educational experience for students living in residence. The Resident Advisors support the mandate of the college experience by living in an assigned residence room and promoting residence communities which are:

1. Safe and Secure
2. Conducive to academic pursuits
3. Conducive to personal growth and development

The scope of this position embodies many responsibilities and roles, including helper, administrator, and role model.

Hours

- Work a minimum of TWO (2) Office Shifts per week (4 hours)
- Be on-call 2 weeks per month
- Complete daily rounds of the building (exterior and interior) and respond to noise disturbances, lock outs, security issues and complete work orders.
- Attend a one hour weekly staff meeting as well as any other meeting as requested by the Property Manager
- Meet individually with the Property Manager as required.
- Be on site and in own unit 4 out of seven evenings each week (8pm-7am) and sleep in own unit five out of 7 nights. This weekly requirements must include Friday and/or Saturday.
- Be visible and available
- Gain consent from UBC Properties Trust Property Manager to be away from residence for a period longer than 24 hours
- Attend a one hour weekly staff meeting as well as any other meeting as requested by the Property Manager
- Meet individually with the Property Manager as required.

Qualifications

- Must be enrolled as a Full-time student or newly graduated
- Excellent Interpersonal Communication Skills
- Positive attitude & dedication to teamwork
- Proven Leadership Abilities
- Valid Criminal Record Check (within past 12 months)
- Any other Institutional requirements deemed necessary

Duties

- Act as front line crisis management and respond appropriately and in a timely manner to emergency situations.
- Complete various administrative tasks on a regular basis including; incident reports, maintenance request forms, notices to residents etc.
- Update and maintain all bulletin boards and communication with residents
- Will have read and have an advanced understanding of the Resident Agreement
- Maintain the highest level of confidentiality in regards to resident issues.
- Will remain on campus until the move out weekend, as requested, to assist with the closing of the residence

- Remain in the residence while on duty and complete rounds of all floors regularly and respond to students as needed
- Will be responsible for cleanliness of the Office and Resident Common areas including but not limited to the Garbage Room, Hallways, Stairwells,
- Complete daily rounds of the building (exterior and interior) and respond to noise disturbances, lock outs and security issues
- Plan a bi-monthly community event for residents in common area

Remuneration:

- For the term of appointment, the Residence Advisor receives \$5571.10
- The successful candidate will live on-site in a private one bedroom apartment and receive a rent rebate