

**THE RESIDENT ADVISOR (RA) / COMMUTING STUDENTS' ADVISOR (CSA) UWI,  
MONA**

**Eligibility for Appointment**

The Advisor must have a first degree and may be:

1. A full time research postgraduate student who has had at least one year of full time work experience
2. A senior full time research postgraduate student
3. An employee of the UWI or affiliated institutions, with special skills, approved by Appointments Committee

Further, the Advisor must possess good organizational, leadership, interpersonal, written and oral communication skills.

Training and/or experience in student development practice or social work, and ideally in counseling psychology would be an asset. In short, the Advisor is expected to be an emotionally mature individual who is able to guide students.

First year postgraduate students who have just completed their first degree, and who are without the work experience referred to in (1) above, are not eligible.

A senior Resident Advisor/Commuting Students' Advisor will be appointed from among the body of Advisors.

**Application and Appointment Procedure**

Persons wishing to be considered for appointment to the position of Resident Advisor/Commuting Students' Advisor must apply in writing directly to the relevant Student Services and Development Manager by April 30 of the preceding academic year.

Short-listed applicants will be interviewed in June of the same year by a panel including the Deputy Principal, the Director of Student Services and Development and the relevant Student Services and Development Manager.

Successful applicants are expected to take up their appointment on August 1 of the new academic year.

**Mission**

The Office of Student Services and Development (OSS&D) is committed to the University's mission of unlocking West Indian potential. In light of this and in keeping with the concept of the seamlessness of learning, the Units within the OSS&D are asked to create for residents and

commuting students a community with a set of core values and attitudes and to provide for them unique learning opportunities.

The Resident and Commuting Students' Advisors, with the multiplicity of talent and experience which they bring to the university environment, are integral to the facilitation of these objectives.

### **Role and Function**

The following description of the role and function of the Resident Advisor/Commuting Students' Advisor, save for the Operational Functions, is meant to define the character and caliber of the Advisor and not necessarily to outline specific tasks. It is understood that the body of Advisors is a team with each member possessing varying degrees of strengths.

#### **Community Development Facilitator**

1. The (Resident) Advisor knows and recognizes members of the block/cluster/hall and establishes rapport and a personal connection with them;
2. The (Resident) Advisor works with block/cluster representatives and the block/cluster/hall committee to set up communal living agreements, such as bathroom and kitchen rules, within the frame work of Hall policies;
3. The (Resident) Advisor encourages, facilitates and attends regular block/cluster meetings;
4. The Advisor helps to create opportunities for open dialogue on issues such as interpersonal relationships, alcohol use, stress management and academic support;
5. The Advisor supports the maintenance of a clean, attractive and healthy physical environment;
6. The Advisor helps to initiate development programmes based on previously conducted needs assessment;
7. The Advisor pays special attention to the new members of the community so as to help alleviate some of the stress associated with the first year of university;
8. The Advisor motivates students to participate in hall and campus activities;
9. The Advisor develops a relationship among the community of residents and commuting students' advisors.

#### **Educator**

1. Knows and attempts to educate students about the mission and objectives of the University as well as its organizational structure;
2. Engages students in the kind of dialogue that will encourage the development of critical thinking;
3. Celebrates and encourages an appreciation for diversity and openness as well as appreciation for others and their lifestyle and choices;
4. Promotes among students a high level of self-awareness;

5. Participates in meetings, seminars, conferences, workshops and training sessions designed for his/her own professional development especially those sanctioned by the Office of Student Services and Development;
6. Provides the necessary advice and guidance in situations of conflict to move students away from behavior that is negative and confrontational.

### **Administrator**

1. Understands and applies the University's system and procedures appropriately;
2. Is knowledgeable about the resources available to assess students and is able to access relevant information from the general University body that will serve their interest;
3. Is knowledgeable about and makes students aware of the *Charter of Rights and Responsibilities* and the *Unit Standards* and where breaches occur takes appropriate action;
4. Handles emergencies in a calm and competent manner;
5. Provides appropriate advice and where necessary makes referrals;
6. Attends regular meetings with the Student Services and Development Manager (SS&DM) and with students;
7. Maintains regular individual contact with the SS&DM to discuss portfolio related or other concerns, as appropriate;
8. Carries out portfolio responsibilities as assigned by the SS&DM
9. Co-ordinates assigned programmes/activities/events;
10. Advises and work alongside the student leaders in planning and implementing student activities;
11. Is available to students in the Unit as a first point of reference and to act on behalf of the SS&DM in his/her absence;
12. Submits monthly programme activities reports/surveys/evaluations to the SS&DM.

### **Team Member and Role Model**

1. Must be constantly aware that he/she is a representative of the University;
2. Demonstrates behaviour which is consistent with the values and standards of the University and the Unit;
3. Practices confidentiality;
4. Is an important referral agent and resource person for students;
5. Shows support for student government and the Unit by attending events hosted by the block, hall or commuting students' office;
6. Attends University sponsored events;
7. Is able to balance personal, social, business/professional and academic life.

## **Operational Functions**

1. The (Resident) Advisor assist in the ‘sign in’ and ‘sign out’ procedures which occur in August and May;
2. The (Resident) Advisor assist with the room inventory that is taken at the beginning and at the end of the year;
3. The (Resident) Advisor monitors the duty roster of his/her block or cluster;
4. The Advisor reports damage to and /or malfunction of the Unit’s facilities to the relevant personnel;
5. The Advisor reports security and safety and emergency problems to the relevant authorities;
6. The Advisor participates in fire drills and disseminates information on fire and safety;
7. In the event of a hurricane or other emergency, the (Resident) Advisor is available to the Hall to assist in the evacuation and/or relocation of students;

## **General**

1. Where the Advisor is unsure about how to proceed in specific matters, it is expected that the guidance of the SS&DM will be sought;
2. Under no circumstances should an Advisor ignore a student’s violation of policy and it is expected that the Resident Advisor will himself/herself respect the policies of the Unit.

## **Terms and Conditions of Service**

### **Duration of Contract**

The contract between the Advisor and the Office of Student Services and Development shall be for one year. The Advisor may apply to the Student Services and Development Manager by April 30 of the current academic year to be recommended for re-appointment. If no application is received from the incumbent by the deadline specified, the Advisor will be deemed to have resigned.

**“The maximum time of appointment for any Resident Advisor/Commuting Students’ Advisor shall be three years, except for at most two RAs/CSAs in each Hall/Commuting Students’ Manager’s Office who could function as senior RAs/CSAs, acting as Manager in the absence of the Student Services and Development Manager. These senior RAs/CSAs would be appointed for a total of no more than five years.”** (Finance & General Purposes Committee, March 20, 2009)

The contract may be terminated for good and sufficient reasons **at any time during the contract year**, in accordance with University regulations. Similarly, the Advisor may exercise the right to resign.

The Resident or Commuting Student's Advisor whose contract will not be renewed for the following year is expected to vacate his/her residence by July 31 of the current year.

### **Hours of Service**

The Resident/Commuting Student's Advisor is on continuous service and is obligated to be available during the entire period of the contract. Throughout the semester, in addition to evening hours and weekends, the Resident Advisor will be expected to set aside at least ten (10) hours per week between 8:30 a.m. and 6:30p.m. when he/she is available to students and for duties within the Hall. The Commuting Student's Advisor is expected to set aside at least ten (10) hours, Monday to Friday, between 7:00a.m. and 9:00p.m. when he/she is available for duties at the Commuting Students' Lounge; this is in addition to the time required for other duties as assigned by the SS&DM for Commuting Students.

### **Leave of Absence**

An Advisor must request, in writing, permission from the Student Services and Development Manager to be absent from duties within the Unit.

### **Accommodation**

The Resident Advisor/Commuting Student's Advisor will normally be provided with furnished accommodation, free of cost.

**It is understood that the flat (or room) provided is to be occupied solely by the Resident or Commuting Student's Advisor.**

### **Meal Allowance**

The Advisor will receive a meal allowance payable in two tranches. Where the Commuting Student's Advisor is not provided with accommodation on campus, he/she will receive an accommodation grant in addition to the meal allowance.

### **Performance Appraisal**

Towards the end of the academic year, the Student Services and Development Manager shall conduct a performance appraisal of the Advisor, using a common OSS&D instrument and with input from students within the particular Unit.

Office of Student Services and Development  
June 11, 2013