



THE WOMEN'S COLLEGE

Within the University of Sydney

RESIDENT ASSISTANT

INTRODUCTION

The Women's College is a leading academic residential college for women. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

The Resident Assistant (RA) program is at the core of the College's support structures for student wellbeing. The RA team consists of approximately fourteen senior students who are residents at College, usually in the third or fourth year of their undergraduate degree or above. Together with the House Committee, Academic Assistants and Senior Resident Assistants, the RAs are a key component of the student leadership team at the College, providing general support to all students. RAs are primarily responsible for the students located on their wing and assigned affiliate students; they also have the general wellbeing of all students at heart. Resident Assistants must live on site.

Resident Assistants report to the Dean of Students and their appointment is at the discretion of the Principal.

THE VOLUNTARY POSITION

WELLBEING SUPPORT

- Work in tandem with the RA and SRA team to provide outstanding leadership, mentoring and role modelling
- Establish good relationships between the students on the wing, including affiliate students, and organise activities to ensure regular positive interactions e.g. regular wing functions, and general wing harmony
- Discuss and complete, and assist residents to complete sharing agreements (for shared spaces, e.g. twin share rooms, shared ensuites and pantries)
- Establish and maintain inclusive and respectful group chats between the students on the wing
- Take an active and genuine interest in the wellbeing of the students and, where appropriate, assist students in resolving any issues
- Follow up on any wellbeing or disciplinary issues identified by the Senior Resident Assistants and/or the Dean as required

- Work closely and communicate regularly with the Senior Resident Assistants and the Dean of Students to ensure the health and wellbeing of the students is attended to as a priority
- Manage general issues that arise in their wing (e.g. noise, student conduct) in consultation with the SRAs and Dean of Students
- Work within the RA team to be present in the wing overnight on key social evenings and occasions at College (e.g. Wednesday nights, special events such as Twilights, Formal, Spring Cocktail. mid-semester breaks, etc.)
- Refer any wellbeing concerns to the Senior Resident Assistants, Dean of Students, or the Principal as appropriate
- Be approachable for help and assistance for students who are academically struggling, and/or be proactive in identifying students who are experiencing academic problems and refer them to their Academic Assistant (first years) or the Vice Principal (all students)
- Collaborate professionally with other members of the RA team and the SRAs
- Conduct fresher student reviews during semester one (and semester two, where relevant) and provide a short written report on each student in their care for the annual First Year Report Readings conducted by the Vice Principal and senior staff
- Plan and deliver the annual RA Picnic, in line with College's charity, events and inclusion policies.

COLLEGE LEADERSHIP

- Engage with different groups of students from a variety of years to obtain a wider understanding of the College cohort, e.g. sit with different year level groups in the Dining Hall
- Be fully available and present during Training Week, Welcome Week, Open Day and any other special leadership and professional development activities, including working collaboratively with College's senior leadership group (House Committee, Resident Assistant and SRA team, Academic Assistants)
- Attend and occasionally act as Secretary for RA meetings, which includes professional minute taking and distribution, follow-up and action points
- Take attendance at weekly Formal Dinners for your wing, and remind students to sign in guests to the Dining Hall
- Build community through regular and effective connection within senior leadership group (including nominations for RA Rep to House Committee, WH&S committee, and yearbook report)
- Effectively communicate College activities to ensure widespread awareness and inclusion, including but not limited to: all social media channels, push notifications through sub-chat groups (e.g. RA wing chat groups, rep chat groups, Spirit and Community convenors, etc.), digital screens, posters/banners/flyers, formal dinner announcements, etc.
- Attend official College functions, such as Formal Dinners, Senior Common Room events and other special events conducted during the year, e.g. Chancellor's Dinner, Valedictory Dinner, etc., and participate and assist in events run by the Dean of Students and/or the RA team, or senior staff
- Actively engage in the co-curricular program at the College, or be an enthusiastic spectator at Rosebowl and Palladian events, etc., and participate in other Students' Club activities
- Familiarity with College handbook and policies, including university- and college-based support services and how to access them

- Review and prepare detailed handover notes for the incoming position holders in the following year.

OCCASIONAL DUTIES

- Maintain a high level of professional contact with the Dean of Students
- Inform the Dean of Students as soon as possible of concerns
- Perform other occasional duties as per the direction of the Dean of Students or Principal
- Lead their wing of College during evacuation and lockdown emergencies, in adherence with procedures
- RAs are required to be available to check students in their wing out of College at the end of semester, both when Reception is closed and on the final checkout day
- Assist the Senior Resident Assistants in occasional overnight or weekend out-of-hours “On-Duty” or “On-Call” duties as required. RAs may opt in to take shifts but this will not be a compulsory requirement of the role. A separate statement of duties and contract will be issued to RAs who take up this option.

QUALIFICATIONS & EXPERIENCE

- A significant commitment to and passion for College life and the RA program
- A minimum two years’ experience of full-time university study
- An excellent academic record
- Demonstrated leadership experience
- Demonstrated high level communication, administrative and organisational skills
- Ability to liaise professionally with College staff and stakeholders
- Commitment to the qualities of honesty, kindness, inclusion and integrity
- Ability to deal appropriately with confidential and sensitive information
- Ability to work collaboratively and energetically within a team
- Demonstrated pastoral care aptitude amongst peers
- Demonstrated knowledge of relevant College policies and procedures
- Tertiary study in education, medicine, allied health, psychology and social work would be advantageous in this role, but not essential.

BENEFITS

- Professional development through mentorship, leadership training and broad responsibilities from the Dean of Students and senior staff
- Membership of the Sibyl Society
- The RA role is a voluntary position of seniority within the College and not dissimilar to the contributions and time volunteered by the House Committee to students of the College. RAs will be offered a Professional Leadership Scholarship to acknowledge their time and commitment. The value of the scholarship is determined by the Principal with reference to a student’s demonstrated skills, aptitude, relevant experience and capabilities.