



THE WOMEN'S COLLEGE

Within the University of Sydney

SENIOR 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 position of Senior Resident Assistant (SRA) provides professional advancement opportunities for a Resident Assistant or postgraduate student who shows a particular aptitude in the area of wellbeing support and College leadership. The College will appoint two or three SRAs annually, who will work closely together over the academic year in assuming responsibility for out-of-hours care of the College and its students. They will hold shared responsibility for the out-of-hours duty roster on a rotating basis.

Senior Resident Assistants will be enrolled in full time study at a university in Sydney and have at least one year of contribution as a Resident Assistant (RA) within the Women's College or have held a comparable position in a similar context. The SRAs will assist the Dean of Students with mentorship, management and training within the RA program, as well as being her delegate as necessary and under the direction of the Principal. SRAs must live on site.

The SRAs report to the Dean of Students. The appointment of the SRAs is at the discretion of the Principal.

THE POSITION

COLLEGE LEADERSHIP

- Work in tandem with the Resident Assistant (RA) team to provide outstanding leadership, mentoring and role modelling
- Where appropriate, liaise with individual RAs regarding wellbeing support for students in their wing and support RAs in following up on any disciplinary or wellbeing concerns, in consultation with the Dean of Students
- Attend and act as Secretary for RA meetings, which includes professional minute taking and distribution, follow-up and action points
- Assist the Dean of Students in the mentorship, training and team activities for new RAs especially during Training Week and Welcome Week

- 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)
- Build community through regular and effective connection within senior leadership group
- Effectively communicate College activities to ensure widespread awareness and inclusion
- Undertake additional training to supplement safety and wellbeing support skills, knowledge and experience
- Initiate and implement ideas and programs to improve the RA program in collaboration with the Dean of Students
- Demonstrate College leadership through regular attendance at Formal Dinners, Sibyl Society events, Formal, Spring Cocktail and Twilight events, and other events, as requested
- In their "off" weeks, attend a number of student activities such as Rosebowl fixtures or Palladian Cup events, as required to represent senior staff and to demonstrate College spirit
- 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.

ROSTER DUTIES

SRAs will be expected to support each other closely both in a professional sense and practically in the coverage and delivery of the duty roster. The roster operates on a weekly basis from *Monday – Friday (05.00pm – 08.00am) and Saturday & Sunday (08.00am – 08.00am each day)*, on a rotating basis thus, typically, each SRA is on duty one week in every three. This weekly roster includes weekends, the one-week mid-semester break periods, and the mid-year break, and may also include public holidays.

During duty shifts the roster consists of "On-Duty" shifts (Monday to Friday) and "On-Call" shifts (weekends and public holidays). During "On-Duty" shifts SRAs are expected to:

- Hold the RA mobile phone and answer all calls
- Respond quickly and compassionately to all lock-out calls
- Remain in close proximity to College (i.e. no more than ten minutes' walk away)
- Conduct security checks/rounds at approximately 5.00pm and 10.00pm
- Be visible during the evening when they are on duty (including at College functions) and attend dinner in the Dining Hall.

During "On-Call" shifts SRAs are expected to:

- Hold the RA mobile phone and answer all calls
- Remain in close proximity to College (i.e. no more than 15 minutes away)
- Conduct security checks/rounds at approximately 5.00pm and 10.00pm.

SRAs may swap occasional rostered duties within the SRA and RA team, but these must be 'repaid' within one cycle of the roster. As a guide, SRAs are expected to:

- Take responsibility for the general tidiness and presentation of the College
- Open students' room doors when locked out, in accordance with the procedures outlined in the College Handbook, and log lock outs in the lock out log
- Respond professionally and willingly to all queries on the RA phone, including noise and conduct complaints
- Provide emergency care, such as minor first aid, or recommend that the student consult a doctor/attend a hospital Emergency Department
- Act as Chief Fire Warden during a College evacuation, assuming all duties involved
- Assist with audio-visual and catering equipment pack up and set up for College-related and external functions which fall out of hours
- Contact the emergency services such as police, University Campus Security, the fire brigade or an ambulance as necessary, and inform the Dean of Students when this action is taken
- Oversee the general security of the College, liaise with and give clear instructions to any hired external security personnel
- Be on hand to assist the RA team with resident check-ins and check-outs at the beginning and end of each semester; this also includes welcoming new students
- Liaise with the Dean of Students when required, report incidents that occur overnight in the incident log, and complete and submit Incident Reports as necessary.

OCCASIONAL DUTIES

- Chair RA meetings in the absence of the Dean of Students
- Act as Grievance Officer along with the Dean of Students and Business Manager
- Perform other occasional duties at the direction of the Dean of Students or Principal.

ADDITIONAL QUALIFICATIONS & EXPERIENCE

- A significant commitment to College life and the RA program
- At least four full years' experience of full-time university study
- An excellent academic record
- Demonstrated leadership experience as an RA or in a comparable role
- 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.

BENEFITS

- Professional development through mentorship, leadership, broad responsibilities and managerial experience
- Membership of the Sibyl Society.