TRENT UNIVERSITY

STUDENT JOB DESCRIPTION

Job Title: Senior Residence Assistant

Department: Housing & Conference Services

Supervisor Title: Residence Life Coordinator or Student Housing Coordinator

Last Reviewed: September 2026

JOB PURPOSE:

Reporting to the Residence Life Coordinator (RLC) or Student Housing Coordinator (SHC), the Senior Residence Assistant (SRA) is a student employee within Housing & Conference Services (HCS) who provides leadership in developing and implementing comprehensive co-curricular programming that supports student success and holistic development. The SRA serves as a mentor to Residence Assistants (RAs), coordinates strategic programming initiatives aligned with the Residence Curriculum, and fosters excellence in community development practices. Assigned to a specific community, the Senior Residence Assistant models best practices in community building while supporting and guiding the broader residence life student leader team. The SRA acts as a bridge between student staff and professional staff, contributing to team development, program coordination, and the overall strategic direction of residential co-curricular experiences. SRAs participate in on-duty rotations, including weekends and holidays, to ensure community safety and community response. It is anticipated that the SRA will work approximately 10-15 hours per week with flexibility based on student needs and programming coordination responsibilities.

KEY ACTIVITIES

- **Community Development Leadership:** Build and maintain a vibrant, inclusive community within assigned floor/section through advanced community development strategies; model best practices in engagement, programming, and relationship-building; demonstrate innovative approaches to creating belonging and connection.
- **Strategic Co-Curricular Programming:** Lead the implementation of high-impact learning experiences aligned with the Residential Curricular Model; collaborate with Residence Life & Education Assistants to develop comprehensive programming strategies; assess programming effectiveness and make data-

informed improvements across all co-curricular dimensions (academic success, leadership development, wellness, career readiness, campus connection).

- **Staff Mentorship & Development:** Under the direction of the RLC, provide guidance, support, and mentorship to RAs through:
    - Providing guidance on programming, community development, and role challenges
    - Facilitating monthly team socials and team-building activities
    - Supporting staff in implementing effective community development strategies
    - Encouraging collaboration, idea sharing, and innovation among teammates
    - Fostering a positive, supportive work environment
- **Community Representation:** Attend College Cabinet and/or Trent Durham Student Association (TDSA) meetings; represent residence community interests; report back to designated Residence staff team; facilitate connection between student governance and residence communities.
- **Program Coordination & Support:** Assist staff in developing residence-wide initiatives; coordinate cross-community programming efforts; support RAs in program facilitation; connect community members with campus-wide co-curricular opportunities, leadership roles, and involvement options.
- **Peer Support Excellence:** Provide advanced peer support to residents in assigned floor/section; conduct intentional one-on-one meetings; model effective peer helping skills; support students in navigating complex personal, academic, and developmental challenges; make appropriate referrals to campus resources.
- **Community Response & Duty Coordination:** Under the direction of the RLC, develop monthly on-duty schedules for staff in assigned residence; complete on-duty rotations according to schedule; respond to community and student concerns and emergencies; engage appropriate campus resources, escalating as per departmental procedures; support staff in community response situations; ensure community safety and security.
- **Team Development:** Under the direction of the RLC, support team development in formal and informal settings; assist in facilitating weekly staff meetings; contribute to staff training initiatives; share best practices and innovative strategies with team members.
- **Role Modeling & Leadership:** Act as an exemplary role model for both students and staff by upholding the Residence Standards, Residence Agreement, and Student Charter of Rights and Responsibilities; demonstrate leadership in community engagement; maintain strong understanding of and ability to communicate community expectations.
- **Communication & Documentation:** Communicate regularly with supervisor and other Student Housing staff through one-on-one meetings, email, weekly logs, and other documentation as required; maintain comprehensive records of programming, staff development efforts, and community initiatives.

- **On-going Development:** Participate in all required training and development opportunities; engage actively in weekly staff meetings; pursue continuous growth in leadership, mentorship, program development, and community development competencies.
- Other duties as assigned.

EXPERIENCE/QUALIFICATIONS REQUIRED:

- **Minimum of one academic year's experience as a student leader at Trent University with successful job performance evaluation**
- Demonstrated leadership ability and experience mentoring peers
- Strong ability to build relationships with diverse individuals
- Passionate about student success and committed to serving others
- Advanced understanding of community development and residential living
- Excellent communication, interpersonal, and facilitation skills
- Proven ability to work independently and lead within a team environment
- Creative and strategic in program design and implementation
- Highly flexible, adaptable to change, and committed to continuous growth
- Demonstrated experience in co-curricular programming, leadership development, or community building
- Strong understanding of and commitment to diversity, equity, and inclusion
- Ability to provide constructive feedback and support to peers
- Understanding and respect for equity, diversity, inclusion, and accessibility principles

CONDITIONS OF EMPLOYMENT:

- Maintain status as a full-time student
- Achieve and maintain a semester and cumulative minimum average of 67%
- Maintain good financial standing with the University
- Obtain a clear police record check
- Maintain a clear student conduct history with the University
- Maintain confidentiality regarding student information and incidents
- **Senior Residence Assistants are required to live in Residence and will be assigned a single room in residence by Student Housing**
- Trent University is committed to an inclusive and accessible work environment. Students requiring accommodation are encouraged to discuss their needs with their supervisor.