STUDENT JOB DESCRIPTION

Job Title: 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 Residence Assistant (RA) is a student employee within Student Housing who develops and implements co-curricular programming that supports student success, engagement, and holistic development within the residential community. The RA acts as a community builder, peer mentor, and program facilitator who creates intentional learning opportunities aligned with students' academic, personal, and professional growth. RAs foster inclusive communities where residents develop leadership skills, build meaningful connections, and engage in experiences that complement their academic journey. RAs participate in nightly on-duty rotations, including weekends and holidays, to ensure community safety and response. It is anticipated that the RAs will work approximately 10-15 hours per week with flexibility based on student needs and programming in their communities.

KEY ACTIVITIES:

1. **Community Development & Engagement:** Build vibrant, inclusive communities by actively engaging with residents, facilitating meaningful connections among community members, and creating a welcoming environment where all students feel they belong and can thrive.
2. **Co-Curricular Programming:** Promote and connect students to learning experiences aligned with the curricular model that supports student success across multiple dimensions including:
    a. Academic success initiatives (study skills workshops, peer study groups, academic resource awareness)
    b. Leadership development opportunities (skill-building workshops, peer mentorship, community leadership roles)
    c. Wellness and life skills programming (stress management, healthy relationships, financial literacy, nutrition)

    d. Career readiness activities (resume workshops, networking events, professional development)
    e. Campus connection events (involving campus partners, student organizations, community resources)
3. **Peer Support & Mentorship:** Establish and maintain supportive relationships with residents through getting to know their names, regular interactions, intentional one-on-one check-ins throughout the term, active listening, and utilizing peer helping skills to support students' personal growth and development.
4. **Student Success Support:** Be regularly available to students, particularly during evenings and weekends; promote student wellness and academic success by being familiar with campus services and referring students as needed; understand personal and role limits when supporting students.
5. **Community Meetings & Communication:** Facilitate regular community meetings in assigned floor/section to gain insight into student learning, build community identity, gather resident input, share important information, and foster a sense of belonging and shared responsibility.
6. **Collaboration & Partnership:** Collaborate regularly with Residence Life & Education Assistants, campus partners, and student organizations to facilitate programming offerings; connect residents with additional co-curricular opportunities, volunteer experiences, and involvement options across campus.
7. **Community Response & Duty:** Complete on-duty rotations according to schedule; respond to community and student concerns as required; engage with students and refer to appropriate campus resources; escalating as per departmental procedures; ensure community safety and security; document incidents appropriately.
8. **Role Modeling & Community Standards:** Act as a positive role model by upholding the Residence Standards, Residence Agreement, and Student Charter of Rights and Responsibilities; maintain strong understanding of community expectations and communicate this information to students.
9. **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 accurate records of programming, student interactions, and community development efforts.
10. **On-going Development:** Participate in all required training and development opportunities; engage in weekly staff meetings; continuously develop skills in program facilitation, community development, and student support.
11. Other duties as assigned.

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Experience as a post-secondary student having completed some post-secondary courses (e.g. College, university, CEGEP)

- Ability to build strong relationships with diverse individuals
- Passionate about student success and providing service to others
- Demonstrates understanding of community living and development
- Excellent communication and interpersonal skills
- Able to work independently and collaboratively within a team
- Creative and innovative in program design and implementation
- Flexible, adaptable to change, and willing to grow in role
- Interest in co-curricular learning and student development
- Demonstrates experience in co-curricular activities, leadership, or programming is considered an asset
- 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
- Residence Assistants are required to live in residence and will be assigned a single room in residence by Housing & Conference Services at the staff rate.
- Maintain confidentiality regarding student information and incidents
- Trent University is committed to an inclusive and accessible work environment. Students requiring accommodation are encouraged to discuss their needs with their supervisor.