

Job Description

Post title: Residence Assistant/Senior Residence Assistant	Post No: N/A
Organisation Unit: NTU Student Accommodation Services – Residence Life Team	Date compiled: January 2018
Grade: N/A – remuneration set at 50% rent reduction at relevant residence/room type.	Hours per week: Varied – Typically one night a week and one weekend in four Weeks per year: 42
If fixed term, state duration: 1 Academic Year (in line with residence licence agreement)	
Immediate line manager: Student Community Liaison Officer	
Designation and grade of any staff supervised by the postholder: N/A	
Job purpose: To work with NTU's Residence Life Team/UPP Residence teams to support all students living within University accommodation, as well as create a sense of community at their residence and actively participate in the on-call rota to provide out of hours cover.	
Principal duties and responsibilities: <ol style="list-style-type: none"> 1. To contribute to the welfare and support of students in residential accommodation. 2. To take an interest in the students designated within your care and encourage a culture of community. 3. To attend and participate in team meetings and other meetings relevant to the post. 4. To assist with fire drills and during other fire alarm evacuations. 5. To be on call as required by the rota arrangements within their team, ensuring that they are within the residence whilst on duty and responding immediately to any call made. Duty hours during weekday evenings is 6pm-8am and weekend duty is 6pm Friday night – 8am Monday morning. 6. To work as part of the Residence team to create and maintain a sense of community at the residence they are based in; leading by example in their relations and respect towards fellow residents, residence staff and members of the public living in the vicinity; actively involved in the Welcome weekend at the start of the academic year and in other university organised events relating to residences; offering mediation between flatmates where necessary. 7. To distribute residence and welfare information provided by both the University and UPP Ltd. 8. To provide a point of contact for fellow residents who need advice, support and guidance in relation to adjusting to university, communal living and any other concerns, being able to direct them to relevant university and NTUSU services if required. 9. To organise and deliver a minimum of one student community events/activities within the residence per month. 10. To be an escalation point where incidents in the residence need referring to either Pastoral Services (such as Student Support Services) under the Crisis Intervention Policy or to the on-duty Warden under the Student Code of Behaviour. 11. To engage with the Residence team and the Student Community Liaison Officer to actively promote the role of Residence Assistants as required, including involvement/attendance at: <ul style="list-style-type: none"> • Residence Inductions during Welcome Week • Student arrivals in halls • University/accommodation Open Days through the year 	

Special requirements:

Please note that due to the nature of this post the job description is not exhaustive and the RA's proactive initiative will often be required.

The job description is accurate for current post holders however duties may be subject to change in the new academic year.

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	Stephen Turner	January 2018
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<http://www.ntu.ac.uk/humanresources/>

See also

[JD Guidance Notes](#) (for HR use only)