



**Campus Life Services**  
UNIVERSITY OF LIMERICK

**Resident Assistant**  
**Campus Life Services, University of Limerick**

**Job Specification**

**The overall role**

The primary role of the Resident Assistant (RA) is to live as part of the student community on campus at UL and take an active role in supporting the Village Management team in fostering a positive student living learning experience.

The RA takes particular responsibility for the welfare of students living in residence which involves attending to any incidents which occur in the village while on duty. A key element to the role is to assist the Village Management teams in fostering a good living environment with special regard to student welfare, discipline and safety.

This role also involves playing an important part in the development of successful Living Learning Communities in residence. Living Learning Communities at UL is a new initiative since 2017/18 where each residence has a designated Living Learning Hub which is a physical space where students can come together for collaborative learning purposes. In addition to the physical space, Campus Life Services offer Living Learning Programmes as part of the Campus Life Programme which helps to promote successful academic transition from second level to third level for new first year students, progression to the next year of programme for current UL students and overall improve academic success through the provision of support sessions and informative modules in the Village Halls. The RA, following appropriate training, will be expected to deliver and facilitate some workshops during term in the evenings in the Village Halls.

**Main Activities**

**Reception Service**

1. To provide a welcoming evening reception service from 18h30 – 22h30, Sunday to Thursday, and 17h00 – 19h00 on Friday (roster shared with another RA).
2. To be familiar with Campus Life Services administration procedures and systems.
3. To be available to assist with the arrival of new students at the beginning of each term.
4. Carry out such admin duties such as room sales, following up with residents for bank details, entering housekeeping inspection/audits on the system, ensure that the village store is tidy, preparing the hub/village hall for bookings for the following day.

5. Additional reception hours for days such as bank holidays and when other cover is required, will be rostered by the Village Manager.
6. Should the University close for any reasons such as storms or weather conditions, the resident assistants will be required to cover reception hours during those days so that a reception service remains open.
7. Make regular patrols of the village and liaise with security to attend noise disturbances and parties.
8. To complete and submit incident reports.
9. To provide cover for sick/absent RA's at short notice.

### **Support the Village Management Team**

1. To assist the Village Management team to ensure that the residential code of conduct is observed by resident students.
2. To deal promptly with any misconduct or incident as requested by the Village Management and Campus Security as circumstances dictate.
3. To confront inappropriate behaviour when it occurs, and to take necessary follow up measures. (Documentation and referral to Village Management)
4. To be alert to early signs of potential problems, and to work to institute preventative measures.
5. To be familiar with the Campus Life Services emergency, incident, accident and disciplinary procedures and to report, in writing, any relevant matters to the Village Management.
6. To liaise with the Village Management team and report any maintenance defects and hazards with the degree of urgency appropriate to the situation.
7. To assist the Village Management team and other members of University personnel in emergencies, fire drills and evacuations as they arise.
8. To be available to assist the Village Management team with the organisation and implementation of induction for new residents at the start of the academic term.
9. To attend emergency situations while in the village.

### **Village Events and Living Learning Initiatives**

1. To actively promote all Campus Life Events to village residents.

2. To attend your Village Welcome Night, Christmas Night and End of Year Event.
3. To attend a minimum of two events each semester.
4. To organise and attend one additional village event per semester, in conjunction with your Village Manager.
5. To facilitate the delivery of at least 2 Living Learning information sessions in the Village Hall (Appropriate training and clear content and direction will be supplied to the successful candidate).
6. To take over social media accounts while on duty in reception or when attending events with the focus on promoting events, improving student interaction and increasing followings.

### **Student Welfare**

1. To be an active member of the resident community and to be readily accessible to students who are resident within the village.
2. To maintain vigilance in the security of residences at all times and to encourage student residents to do the same.
3. To have a regard, at all times and including holiday periods, for student welfare and the health and safety of residents.
4. To assist residents with help and advice when it is sought and to refer students to the Village Management team if necessary.

### **Terms**

- RA's are appointed for 41 consecutive weeks only and are required to serve from 15 August 2022 to 28 May 2023.
- In return for the performance of duties, RA's will receive accommodation in the village to which they are appointed. No rental fee charges will be made. RA's accommodation will normally be the same or similar to the standard study bedrooms available to other residents within the village. Resident Assistants are required to pay the €500 security deposit which is refunded on departure through our deposit refunds process. Resident Assistant hours are calculated by dividing the rental fees by the minimum wage rate of pay (Currently €10.50 per hour) = the number of hours owed to the Village. These hours will be taken back by evening reception duties and day time reception duties.
- Any time off requests should be raised with the village manager at the beginning of the semester and must be approved prior to making travel arrangements.

- RA's will be required to assist in Village Fire Drills (1 each semester)
- RA's will be required to assist at UL Open Days in October and January.
- RA's will be required to work a 5 x seven hour shifts during the weeks of August 22<sup>nd</sup>, January 2<sup>nd</sup>, and May 22<sup>nd</sup>.
- RA's will be required to work 6 bank holidays shifts (day or evening): October 31<sup>st</sup>, February 6<sup>th</sup>, March 17<sup>th</sup>, April 7<sup>th</sup>, April 10<sup>th</sup>, and May 1<sup>st</sup>.