

Residence Orientation Advisor (ROA)

Position Description

Preamble

The goal of Housing and Conference Services is to provide an intellectual and social residence community conducive to the pursuit of academic study, personal development, and that meets the changing needs of a diverse student population.

Mission

Residence Life supports student success by encouraging growth, educating character and enhancing the university experience.

Position Description

The Residence Orientation Advisor (ROA) is a leadership position held by those presently enrolled as a McMaster student (12 positions in total). The primary purpose of the ROA is to foster a welcoming environment in residence for incoming students. This is accomplished through: planning a schedule of Hall Welcome Week events; and leading Hall academic initiatives throughout the year. All initiatives happen in collaboration with Residence Orientation Advisors (ROAs) and Residence Life Management Team (RLMT) and the Residence Life Staff (RLS) in the assigned residence(s). All ROA efforts are aligned **with the five Educational Priorities; Encouraging Personal Growth, Supporting Academics and Innovation, Building Community, Promoting Wellness, and Celebrating Diversity.**

Nature & Scope

The ROA reports directly to the Residence Orientation Planner (ROP). The ROA will also take direction from a Manager, Student Leadership & Learning (MSLL) and his/her area Residence Manager (RM) regarding hall/area programming and collaboration with Residence Life Staff as needed.

The ROA will assist in the selection and training of 145 Residence Orientation Representatives (RORs) who will help to organize and implement the orientation plan.

Specifically, the ROA is responsible for developing and implementing, in collaboration with the RORs and RLS, an Orientation plan for an assigned residence hall. The ROA will directly supervise the RORs affiliated with the residence hall. The ROA will address our Educational Priorities and align with the Welcome Week Goals and Guiding Principles (see below).

After Welcome Week, the ROA will liaise with RLS and RMs to **coordinate academic events in Residence and other support for students living in residence and be responsible for organizing their team of year-long RORs.**

Welcome Week Goals

- To make connections with McMaster, your faculty, your residence or off-campus society, and other students
- Develop your own identity as a Mac student, within your Faculty and in your residence or off-campus
- Be safe and feel safe, both physically and emotionally
- Connect with academic, emotional and University support systems
- Meet and connect with other student leaders who are positive role models

Welcome Week Guiding Principles

- Equality so that first-year students are offered the same rights, respect and support as those already in the Mac community
- Freedom of Choice so that even though you are encouraged to participate in all events of the Week, you are always free to choose when and how to join in

- Celebration of Diversity so that differences in gender, race, ethnic origin, sexual orientation and religion are recognized and treated with respect and sensitivity, and the special needs of students with disabilities are also respected
- Respect for Individuality so that you are free to be different and can expect to be treated with respect
- Privacy so that you are entitled to private space and time; even in residence other students should enter your room only if invited

Duties and Responsibilities

Coordinator

- Participate in the orientation and planning processes coordinated by the Residence Life Office of Housing and Conference Services and by the University's Welcome Week Planning and Implementation Committee as may be requested.
- Assist the RM with the coordination of Move-In for the assigned residence hall.
- Develop an Orientation schedule for a Residence Hall(s) in conjunction with the ROP and Residence Life Staff and in consultation with the Residence Manager.
- Develop a year-long ROR involvement plan for a Residence Hall(s) in conjunction with the ROP and RLS and in consultation with the Residence Manager.
- **Attend monthly meetings post-Welcome Week to coordinate and report on year-long academic events**
- Ensure effective communication between RORs, RLS, and RM.
- Assist with the coordination of Residence Orientation t-shirt designs in consultation with the RORs and ROP.
- Support the ROP with the implementation of an appropriate ROR recognition activity.
- Support the ROA Facebook account and assist with other Residence Life social media accounts.
- Assist with the development of Welcome Week and other program assessment activities.

Administrator

- Attend all meetings and training sessions required for ROA (including leading up to Welcome Week and through the academic year).
- Submit program proposals and risk management event submissions according to required timelines.
- Submit bi-weekly reports on progress throughout the summer, as outlined by the ROP.
- Follow an orientation budget, in compliance with University policies and procedures.
- Submit budget proposals, event planning updates and reports to the ROP for approval.
- Submit a final report, as outlined by the ROP, to the Residence Life Office no later than September 25th, 2017.

Supervisor

- Assist the MSL and ROP with the selection and training of RORs.
- Provide feedback and coaching to RORs to ensure an understanding of their role and responsibilities.
- Supervise RORs in accordance with the University's Welcome Week Goals and Guiding Principles and Student Code of Conduct.
- Identify, report and address any inappropriate behavior of RORS.

Scheduling Responsibilities:

- Work with the ROP to balance residence specific and residence community-wide programs, including safe travel plans.

Skills and Aptitude:

- Excellent communication skills: listening, written, verbal, facilitation, negotiation, and presentation.
- Strong interpersonal skills to effectively train and supervise a variety of volunteers and student staff.
- Computer skills – proficiency with Microsoft Office (including Word, Excel and Powerpoint)
- Demonstrated good judgment and problem solving skills.
- Ability to work independently as well as part of a larger team.

Qualifications:

- Demonstrated leadership skills.

- Demonstrated responsibility and staff/volunteer supervisory skills.
- Demonstrated management skills in the planning and implementation large-scale events.
- Working knowledge and/or experience building consensus within a diverse team of students, student staff and professional staff.
- Full-time student status (full-time undergraduate student is defined as one who is taking courses equivalent to at least twenty-four units between September and April, or is enrolled in a full-time Co-op/outgoing Exchange program) and a minimum sessional (January-April) GPA of 6.0 must be achieved throughout the employment contract.
- **Previous experience with orientation at McMaster (or equivalent experience) considered an asset.**

Other Responsibilities:

- Promote and uphold the Code of Student Rights and Responsibilities (CSRR)
- Attend Welcome Week Planning Retreats and Planning Dinners/Meetings throughout the term.
- This position requires extended hours during Welcome Week. You are responsible for being on campus to implement all Welcome Week activities. After Welcome Week, this position requires a minimum time commitment of 6 hours per month. Other arrangements in terms of timing may be made with the approval of the ROP
- Abstain from consuming alcohol during McMaster Welcome Week Orientation Training and Welcome Week **Dates To Be Confirmed**
- The ROA is a role model and leader in Residence, any behaviour deemed inappropriate during or after the duration of the contract may result in an inability to return to the position in the future.

Notes:

- ROAs may choose to live in Residence, but are not required to do so.
- Given the demands of the position during August and Welcome Week, the Residence Orientation Advisor may not hold a Residence Life Staff position during the same term (i.e. ROA in 2017 may not be a CA in 2017-2018).

Compensation:

- An initial \$400.00 honorarium will be awarded upon the successful completion of Welcome Week and the satisfactory submission of a final Welcome Week report and budget reconciliation (early October).
- A second \$400.00 honorarium will be awarded upon the successful completion of the full-year contract, including satisfactory submission of a final year-end report and budget reconciliation (mid-April).

Contract Details:

- **Contract Start Date: February 6th, 2017**
- Contract End Date: April 30th, 2018
- 12 Residence Orientation Advisor positions available