

## Residence Orientation Representative (ROR) 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 Representative (ROR) is a leadership position held by those presently enrolled as a McMaster student. The primary purpose of the ROR is to foster a welcoming environment in residence for incoming students and to assist the Residence Orientation Advisor (ROA), Residence Life Staff in the implementation of events during Welcome Week and beyond. All ROR efforts are aligned with five Residence Life Educational Priorities: Celebrating Diversity, Supporting Academics and Innovation, Encouraging Personal Growth, Building Community, and Promoting Wellness.

### Nature & Scope

The ROR reports directly to the Residence Orientation Advisor (ROA). The ROR will also take direction from the Residence Orientation Planner (ROP) and the Residence Life Management Team (RLMT).

The ROR is responsible for assisting with the organization and implementation of Welcome Week events for the assigned residence hall, the residence-wide community and at the campus-wide level. During Welcome Week, the ROR is responsible for assisting with the residence move-in process, as determined by the Department of Housing and Conference Services, and for supporting the Welcome Week Planning & Implementation Committee.

In addition, **all** RORs are required to spend 4-6 hours in their residence community each month beyond Welcome Week. This commitment may include assisting with monthly events organized by the building's Community Advisors (CA) and Residence Orientation Advisor (ROA).

This position holds a high level of responsibility and encompasses several roles, including but not limited to, student leader and event organizer. The ROR will address the Residence Life Educational Priorities (listed above) and align with the following Welcome Week Goals and Guiding Principles:

### 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**

#### **Student Leader**

- Support and seek to achieve the goals of Welcome Week.
- Demonstrate positive role modeling for all Residence students by maintaining a positive attitude and engaging in responsible decision-making.
- Provide leadership and support to first-year students, easing their transition to university.
- Refer all situations of an emergency/crisis or sensitive nature involving residents to the appropriate Residence Life Staff member.
- Promote responsible attitudes towards academic achievement by encouraging and accompanying students to academic preparation events and activities.
- Promote positive school and residence spirit, and a sense of community.
- Adhere to Welcome Week Guiding Principles, Student Code of Rights and Responsibilities, and all other municipal, provincial and federal laws and statutes.
- Adhere to Social Media Guidelines and Expectations through building Facebook Group.

#### **Event Organizer**

- Attend all meetings and training sessions required for the Residence Orientation Representative.
- Maintain regular communication throughout the summer (weekly/bi-weekly e-mail) with the ROA.
- Assist ROA with implementing Welcome Week and in-hall programming.
- Assist with the Residence Move-In process.
- Lead residence students to and from residence and campus Welcome Week activities.
- Promote spirit with the assigned residence hall and the residence-wide community.
- Assist ROA with effective wrap-up of resources and ensure spaces used during Welcome Week are returned to normal condition.

#### **Skills and Aptitude**

- Excellent communication skills.
- Strong interpersonal skills.
- Demonstrated good judgment and problem solving skills.
- Ability to work independently as well as part of a larger team.

## **Qualifications**

- 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)
- A minimum sessional (January-April) GPA of 6.0 must be achieved throughout the employment contract.

## **Other Responsibilities**

- Promote and uphold the Student Code of Rights and Responsibilities
- This position requires extended hours during Welcome Week. You are responsible for being on campus to implement all Welcome Week activities.
- Attend mandatory training from Tuesday, August 22<sup>nd</sup>- Thursday August 24<sup>th</sup>, 2017
- Abstain from consuming alcohol during August Training and Welcome Week beginning at 12:00 a.m. on Tuesday, August 22<sup>nd</sup>, 2017, until 10:00 p.m. on Sunday, September 3, 2017.
- The ROR 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**

- RORs 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 Representative may not hold a Residence Life Staff position during the same term (i.e. ROR in 2017 may not be a CA in 2017-2018).