

# RESIDENCE ADVISOR JOB DESCRIPTION



## POSITION DESCRIPTION

**Department:** Student Housing  
**Reports to:** Manager, Residence Life  
**Contract Term:** August 14, 2026 – May 31, 2027

### Summary

The Residence Advisor (RA) plays a critical role in fostering a safe, inclusive, and supportive community for BCIT Student Housing residents. RAs live on-site in private apartments, suites, or rooms, depending on their assignment, and act as front-line representatives of the Student Housing Team. Through community building, student support, and administrative tasks, RAs contribute to the success and well-being of students living in residence.

## KEY RESPONSIBILITIES

### Community Building and Student Support

- Welcome and orient new residents, supporting their adjustment to the residence community and BCIT life.
- Build rapport and maintain positive relationships with residents by being visible and accessible.
- Plan, promote, facilitate, and cultivate engagement in Student Housing programs and community events.
- Provide guidance, advice, and support to residents, including referrals to appropriate resources.
- Mediate conflicts and coach residents in dispute resolution.
- Schedule and conduct one-on-one check-ins and community meetings with residents to support their personal and academic success.
- Uphold community policies, standards, and champion equity and diversity initiatives.
- Manage a residence life budget for their residence community.

### Administration and Building Management

- Perform routine inspections and building rounds, complete administrative tasks, and submit reports as required.
- Keep residents informed about Student Housing updates and BCIT announcements.
- Assist with resident check-in and check-out procedures.
- Act as a liaison between residents and the Student Housing Office, proactively addressing community issues.

### Emergency Response

- Respond promptly to various emergency situations in residence, including providing initial first aid when necessary and liaising with emergency response personnel.

## REQUIRED COMPETENCIES

- **Teamwork and Cooperation:** Collaborate effectively in a team and community setting.
- **Communication:** Exhibit clear and empathetic communication skills, maintaining confidentiality.
- **Conflict Management:** Mediate and resolve disputes calmly and assertively.
- **Leadership:** Inspire community participation and foster an inclusive living and learning environment.
- **Problem Solving:** Assess situations objectively and respond appropriately using policies and creativity.
- **Organization:** Manage competing priorities in a dynamic environment.
- **Interpersonal Skills:** Build genuine relationships with residents, staff and peers.

## COMPENSATION AND BENEFITS

- **Stipend:** \$1,750 per term (Fall and Winter).
- **Accommodation:** RAs are provided a private living space in residence for the duration of the RA appointment as a taxable benefit. Space type (e.g. townhouse suite, studio, or connected single) depends on community placement.

## ELIGIBILITY REQUIREMENTS

- Must be a current BCIT student and eligible to live in residence.
- Must have a student conduct record with no significant academic, non-academic, or residence community standards violations.
- Availability from August 14, 2026 to May 31, 2027, including full-time training from August 17 to September 4, 2026.
- Valid First Aid certification or willingness to obtain before the start date.
- Previous experience in residence, group living, or working with young adults.
- Demonstrated leadership experience.
- Commitment to diversity, equity, and inclusion initiatives.

## ADDITIONAL REQUIREMENTS

- Reside in residence and maintain a consistent presence in residence.
- Participate in regularly scheduled meetings and training sessions.
- Serve in the RA duty schedule, including evening and weekend on-call responsibilities.
- Carry the RA-on-Duty phone during assigned shifts and respond to after-hours issues.

## WHY WORK WITH US?

Join the BCIT Student Housing team to help build a vibrant and inclusive community where students thrive both personally and academically.

Apply now to make a difference in the lives of your peers while developing valuable leadership, problem-solving, and communication skills.

For more details and application instructions, visit [www.bcit.ca/housing](http://www.bcit.ca/housing).