

SENIOR RESIDENCE ADVISOR JOB DESCRIPTION



POSITION DESCRIPTION

Department: Student Housing
Reports to: Manager, Residence Life
Contract Term: June 1, 2026 – May 31, 2027

Summary

The Senior Residence Advisor (SRA) serves as a leader within the Student Housing team, building upon the responsibilities of the Residence Advisor (RA) position. In addition to fostering a safe, inclusive, and supportive residence community, SRAs provide mentorship, guidance, and leadership to a small group of RAs and contribute to the overall success of the Residence Life program. SRAs play a critical role in team building, RA training, emergency response, and community development while supporting the professional and personal growth of the RA team.

KEY RESPONSIBILITIES

Leadership and Mentorship

- Act as a leader and mentor to a group of RAs, providing regular one-on-one meetings, guidance, and support in areas such as problem-solving, student support, programming, and conflict resolution.
- Model exemplary behavior, professionalism, and leadership to the RA team and the residence community.
- Assist with RA training through facilitating workshops, team-building activities, and mentorship programs.
- Address and mediate conflicts within the RA team, ensuring constructive and respectful resolution.
- Provide feedback and support to RAs in the development and execution of their programming initiatives.

Community Building and Student Support

- Welcome and orient new residents, fostering their adjustment to the residence community and BCIT life.
- Build rapport and maintain positive relationships with residents, providing guidance, advice, and referrals to appropriate resources.
- Plan, promote, facilitate, and cultivate engagement in Student Housing programs and community events.
- Uphold and enforce community policies and standards, serving as a role model for all residents.

Emergency and Critical Event Response

- Respond to emergencies and critical events, providing leadership and assistance during crises, including initial first aid when necessary.
- Liaise with emergency personnel as necessary and provide additional support to students during challenging situations.

Team Building and Development

- Facilitate team-building activities for the RA team, fostering a collaborative and cohesive working environment.
- Assist in the recruitment, onboarding, and training of new RAs.

Administrative Responsibilities

- Manage a residence life budget for programming initiatives and provide mentorship to RAs in budget planning and management.
- Complete administrative tasks such as inspections, incident reports, and programming documentation in a timely and professional manner.
- Participate in scheduled meetings and training, and provide feedback to improve the residence life program.
- Support Residence Life projects as assigned.

Programming and Events

- Plan and execute community-building programs and events, including supporting RAs in their programming efforts.
- Collaborate with the Student Housing Office and RA team to deliver impactful residence-wide initiatives.

Summer Program Support

- Support with summer program activities, including conferences, duty rounds, primary on-call, and summer projects.

REQUIRED COMPETENCIES

- **Leadership:** Demonstrates the ability to inspire, mentor, and lead a team while fostering a positive and inclusive environment.
- **Mentorship:** Provides guidance, support, and constructive feedback to team members.
- **Emergency Response:** Exhibits calm and effective decision-making during high-pressure situations.
- **Team Building:** Encourages collaboration, trust, and cohesion within the RA team.
- **Conflict Resolution:** Mediates conflicts effectively, maintaining professionalism and fairness.
- **Communication:** Communicates clearly and empathetically, maintaining confidentiality and respect.
- **Organization:** Manages multiple responsibilities and priorities in a dynamic environment.
- **Problem Solving:** Assesses and resolves complex issues with creativity and adherence to policies.
- **Budget Management:** Oversees programming budgets and supports team members in financial planning.

COMPENSATION AND BENEFITS

- **Stipend:** \$2,250 per term (Fall and Winter), \$1,500 for the summer.
- **Accommodation:** SRAs are provided a private living space in residence for the duration of the SRA appointment as a taxable benefit. Space type (e.g. townhouse suite, studio, or connected single) depends on community placement.

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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 June 1, 2026 to May 31, 2027, including full-time training from August 17 to September 4, 2026.
- Valid First Aid Level 1 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 as a secondary on-call resource for RAs, following a dedicated Senior RA duty schedule.
- Carry the Senior RA on Duty phone during assigned shifts and respond to after-hours issues.



WHY WORK WITH US?

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

This **leadership position** offers the opportunity to develop advanced skills in mentorship, crisis management, and team leadership while making a meaningful impact on your peers and the residence community.

Apply now to make a difference and advance your professional development.

For more details and application instructions, visit www.bcit.ca/housing.