



University of Kent

Role Description for a Residential Life Assistant in University Accommodation

The University of Kent is looking to recruit highly motivated postgraduate, and/or undergraduate second, third or fourth year students to join our Residential Life Team. Residential Life aims to create a community within the College community that welcomes and supports all students living in our accommodation. We are looking for students who are keen to contribute to building a strong sense of community in the Colleges and accommodation.

Scope of the role

The role of a Residential Life Assistant (RLA) is to work with the College and Community Life Team and you will play a key role in helping our students adjust to University life, make friends and support independent living here at The University of Kent.

Each RLA will be designated a College and associated accommodation to work with, and the expectation is that they form positive and mutually respectful relationships with students in that accommodation.

RLAs will encourage students to foster an environment of tolerance, inclusivity and social responsibility. Creating such an environment allows student the best opportunity to thrive in their student accommodation and, more generally, at the University.

One of the key tasks for any RLA, alongside College Committees, will be organising a range of activities within the College accommodation that supports a student's social and academic progress.

As part of this role you will be expected to complete any online or face to face training prior to commencing the role on arrivals weekend through till 30 June 2024. You must be able to attend the mandatory training 6th to 8th September inclusive and during arrivals in January 2024. As part of this role you will be provided with a rental discount and be expected to contribute 8 hours a week for each term.

UG students will receive 50% discount on their accommodation fees.

PG students will receive 50% discount on accommodation fees based on a standard room in Woolf College, for the terms that their RLA contract runs (e.g. they may pay full price in the summer term, if not required to work as a RLA.)

Please note that the role is unsalaried and is normally on a one-year rotational basis, to allow as many students as possible access to this personal development opportunity.

It is our understanding that, as a student, you might be required to be absent from your post due to academic or personal requirements. All requests for leave must be approved by your line manager;

approval will be subject to there being sufficient cover on site during your absence. Requests should be submitted to your line manager at least one week in advance and will be treated on a first-come first-serve basis. In case of an emergency, you should notify your line manager as far in advance as possible.

Main responsibilities

Your main responsibility as an RLA is to build a sense of community within your College. In order to do this you are expected to build community and plan events. Examples of how to do this can be found below.

- Encourage and support responsible study habits and help host events that have academic merit within your College.
- Attend training and meetings with staff when required.
- Maintain regular contact, communicate and support fellow RLAs, College and Community Life Officers and Head of Colleges and Community Life.
- Maintain regular contact with residents within your College and be present and visible with the accommodation e.g. hosting events or attending events organised.
- Be a role model and maintain a high standard of behaviour in the University and accommodation.
- Be mindful of health and safety concerns and follow and promote safety guidelines, escalating where appropriate.
- Independently organise (and where appropriate as part of a team of other RLA's) a programme of activities, in person and virtually for students within your allocated college that meet the framework for residential life.
- Attend open days, accommodation viewings and other University events where required.

As this is a residential role it is expected that you will live in student accommodation on campus unless you have been granted permission to be absent.

You should inform your line manager if you have commitments outside of this role and your academic studies that is over 12 hrs per week (a job for example).

Attributes require for the role:

Below are a list of attributes that are required to perform the role of an RLA and to help ensure a high level of service is delivered.

You will be required to demonstrate the following skills, experience, abilities and interests:

Essential

- Ability to manage your own time, be self-directed, organised and motivated.
- To be familiar with student support services, accommodation agreements and policies and procedures.
- To be able to collaborate as part of a team and liaise with a range of staff and students.
- Experience in proposing, running and evaluating events.
- Engage positively with training and opportunities and contribute to best practice in service.

Desirable

- Experience of communication using various media, marketing and experience of promoting events.

- Experience of working with student committees or volunteers.

Applicants should be a:

- Full time student at the University of Kent for the full academic year in which they are applying to be an RLA.
- Have the necessary documentation to prove your right to work in the UK and ensure you do not break any working restrictions applicable e.g. exceed maximum working hours permitted by visas.
- Have and maintain good disciplinary and financial standing within Accommodation, Catering and Events and the University.
- Have and maintain good academic standing and enrolment within the University.
- Maintain eligibility to live in student accommodation.
- Have lived in shared university accommodation at university level, preferably at the University of Kent.

Please note that this role description is not exhaustive and further particulars will be provided should you progress in the recruitment process. This role description is accurate for current post holders, but duties may be subject to change in the new academic year.