**We are advertising two opportunities - one commences in May 2024, please apply immediately and before 30/04/2024. The second commences in August 2024 and we will accept applications until the end of July 2024.**

**Residence and Student Life Assistant Position Description**

The Residence and Student Life Assistant (RSLA) assumes an active leadership role in the development of a respectful international residence hall and student life community. RSLAs are expected to demonstrate effective communication skills, leadership, an appreciation for differing viewpoints, willingness to accept responsibility, and a sincere interest in working with international students. Successful RSLAs will be able to work with students from a variety of racial, cultural, and lifestyle backgrounds to develop a residential and community environment that supports student success, development, and mutual respect.

Though not comprehensive, below is a summary of the responsibilities that Residence and Student Life Assistants will be expected to uphold.

**Safety, Security and Emergency Response**

* Serve in on-call functions during scheduled weeks
  + Hold and answer the on-call phone for 1-week periods – RSLAs are responsible for responding to incidents 24/7 in this period
  + Support students in the event of emergency situations with the support of IES administrative staff
* Assist in maintaining a safe and secure environment
* Keep students informed of safety and emergency procedures

**Community Development**

* In correlation with the Student Affairs Team:
  + Assess needs of students and provide educational, social, cultural, and recreational programs that meet these needs.
  + Confront behavioural incidents and maintain standards of community behaviour
  + Foster a sense of community within the residence and aid students in developing responsibility
  + Help create connections and develop community across all IES London housing.
* Distribute building materials (e.g. housing surveys, roommate agreements, information sheets) and ensure students are aware of housing policies
* Keep students informed of issues in the community and offer suggestions and resolutions for issues that arise in rooms, kitchens and/or floors. Resolutions may be reached through floor meetings, mediation, or other means
* Foster consideration for the rights and freedoms of others and aid students in developing a sense of responsibility for one's actions
* The RSLA will be based in one residence hall, but will also be expected to work with students based in other IES housing locations to encourage community development across all IES London housing and respond to emergency situations at other residence hall locations

**Intercultural Competency and Diversity**

* Assist in the creation of an environment that enhances student's intercultural growth
  + Utilise community and IES resources to support students’ connection with London-area resources, communities, and peers to develop key skills and understanding of UK culture
  + Guide students in understanding of how their salient identities and implicit biases play a role in this growth
* Support in orienting international students to London
* Educate on appreciation of differences
* In collaboration with the Student Affairs Team, provide passive and active opportunities for cultural interaction and advancement

**Student Interaction**

* Develop positive relationships with students
* Maintain availability to residents on a regular basis via agreed office hours
* Encourage interpersonal and group interactions between students
* Identify and offer assistance to students who have personal, academic, health, or other problems
* Refer students to appropriate professionals/agencies/IES staff
* Attend and participate in building sponsored activities across IES housing locations
* RSLAs may be required to lead up to 1-2 student field trips per semester. Field trip training will be provided
* RSLAs may be required to take a lead role in the CORE (Comprehensive Orientation & Re-Entry) programme: facilitating and leading small group discussions on cultural shock and adjustment issues. Training will be provided

**Administration**

* Assist with student arrivals and orientations, welcoming students to IES housing, staffing the IES check in desk, distributing welcome packs, leading local area essentials walks, helping students acquire oyster cards and SIM cards, walking students to orientation events and attending IES student welcome events.
* Provide support to the IES Centre through a minimum of 9 weekly centre-based hours during regular business hours, across reception, student lounge, and staff office to support administrative tasks and needs of students and staff.
* Maintain effective and regular communication with the IES Student Affairs Team, residence hall managers, and other staff as appropriate
* Perform tasks associated with facility upkeep such as room inventories, room inspections, monitoring completion-of maintenance and cleaning, etc.
* Participate in regular supervisory meetings with the Student Affairs Manager (Housing), check-in meetings with building staff, and staff training throughout the academic year

**Term**

The RSLA position is a part-time post that will commence EITHER in May 2024 and conclude in late September 2024, with the intention that the role be extended to December 2024 OR will commence in August 2024 and conclude December 2024. Depending upon interest and performance, RSLAs may be given the opportunity to renew their contract for the following semester.

**Salary**

IES London agrees to provide Residence and Student Life Assistants with a rent-free, single en-suite room with a shared kitchen and living space (shared with students – dependent on housing placement), in one of the IES Student Residence Halls located within Zone 3 of London. IES retains the right to move RSLAs to a different residence hall location(s) within central London, should the need arise. In addition, RSLAs will also be paid a stipend of **£700** per month (pro-rata) over the contracted period.

**Eligibility**

To be eligible for the position, all RSLAs must be available to reside in the IES Student Residence Hall for the term of the position. RSLAs should be a student at a London university for the duration of the position. RSLAs are expected not to take on full-time employment in another role while serving as an RSLA. This role does not qualify for visa sponsorship but falls within the restrictions of the UK Student Visa.

**Hours**

The RSLA is contracted to work approximately 15 hours in a given week. This will vary from week to week based on workload; where some weeks may require more and/or less than this. IES will work with RSLAs to ensure mutual flexibility and appropriate time off in lieu as it is earned. RSLAs are expected to:

* Be in the residence throughout the contract period, making their room their primary residence and maintaining visibility within the residence.
* Sleep at the residence each night, and should request leave if they will need to be away from the residence overnight
* Serve their turn on emergency response rotas
* Be available for regular weekday staff and supervisor meetings, programs, and specified IES events
* Work a minimum of 9 weekly hours at the IES London Centre offering administrative and other task support to the wider team

**Holidays**

RSLAs will be entitled to 30 hours of annual leave over this contracted period. However, the IES Student Residence Hall is never closed so, to ensure proper safety and security of the residents, holidays will need to be scheduled in advance with the Student Affairs Manager and around the schedules of other staff members.