



GRIFFITH HALLS OF RESIDENCE

Campus Accommodation in the Heart of the City

GRIFFITH HALLS OF RESIDENCE RESIDENTIAL ASSISTANT (RA)

ACADEMIC YEAR 2021/2022

Terms & Conditions

- Arrangement for this academic year only 2020/2021 (subject to satisfactory performance of duties)
- Reporting to the Accommodation Office and GCD Students' Union on a weekly basis
- Undertake work required by GHR - RA to perform 5 hours per week to include organising and hosting events for GHR Residents: virtual, in SU building, outside of GCD campus and updating social media when required in agreement with the second GHR RA
- Weekly refund of 50% of the Accommodation Fees already paid in, for a shared space, in return for each week worked and to the satisfaction of GHR Management and in keeping with the terms of the Lease Agreement

List of Duties

- Meet and greet students in the check-in process for semester one and two during set hours agreed with Management.
- Living in GHR each RA is responsible for a set of apartments – either in Block 1 or Block 2 and they need to respond to the Residents' needs in a timely manner
- RA to interact with students from all colleges and promote GCD campus events
- RA to advise GHR Residents and GCD students of societies, services, sport and activities in GCD
- RA must maintain the relationship with GCD SU President/Vice President
- Engage in students' general queries and refer them to the relevant bodies – Accommodation Office, Students Union, healthcare services, etc (*in no way to engage in discussion re personal issues*).
- Uphold the safety and security standards re use of buildings, immediate evacuation on hearing the fire alarm and reporting issues to staff
- Maintaining Covid guidelines and ensuring events fall within limits
- Immediate referral to the emergency services, campus Security Personnel and/or the Accommodation Office should an emergency occur
- Organise regular meetings with students to issue information on a regular basis
- RA to organise and attend a minimum of one big social event per month
- Liaising on a regular basis with the second GHR RA/planning to co-ordinate events and avoid scheduling conflicts
- Ensuring confidentiality is upheld at all times when dealing with students and staff
- Meeting with the campus Accommodation Staff on a weekly basis to report interaction with students and hours being signed off as completed for the previous week

- Composition of event calendar/regular upkeep of calendar (to be provided to Accommodation Office)
- Issuing event reports post-event to the accommodation office staff
- Issuing surveys and feedback forms to students
- Network with Security (where necessary) should an on-campus event require their presence/approval
- Any other reasonable duties relating to the RA position