

Position Description Residence Education Advisor (REA)

Faculty/Unit: Housing & Ancillary Services

Department: Housing

Employee Group: Non-Union

Appointment Type: Contract

Appointment Status: Temporary Part-Time

Start Date: 2027/08/19

End Date: 2028/05/01

Hours per Week: 20-24

Salary: \$15,711.32 + 4% Vacation Pay (Pending budgetary approval for 2027-28)

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

The Division of Housing and Ancillary Services strives to provide its residents and student staff with a work environment where academic success and personal growth are promoted. The Residence Life Team, comprised of full-time professionals and part-time student leaders, is committed to providing a supportive, inclusive community for students to live, learn, and flourish. As a team, we recognize the importance of providing a smooth transition into university and a healthy living and learning environment.

Student leaders strive to offer enriching programs, foster a sense of belonging, and act as mentors to all building residents.

Role Description

Residence Education Advisors (REAs) support the development of vibrant, inclusive residence communities by contributing to key programmatic, academic, and leadership initiatives. Working within assigned portfolios based on strengths and interests, REAs provide guidance to student leaders, assist with major programming and harm-reduction efforts, and help implement the Community Development Model across residences. They foster academic success and student engagement by collaborating with campus partners, supporting international students, facilitating program evaluation, and helping coordinate year-long recruitment processes. REAs maintain open communication, demonstrate strong administrative skills, and serve as positive role models who uphold community values and contribute to a supportive residence environment.

Responsibilities

Reporting to the Programming Coordinator for their neighbourhood, REAs will have the opportunity to work within portfolios that contribute to the following responsibilities. An REA will not necessarily be responsible for all of the following responsibilities but a subsection of tasks depending on personal strengths, interests and team dynamics:

- Serve as the principal support to Council Executive for all aspects of their operation, including finance, programming, and other affairs as required.
- Be a resource to other student leaders in their portfolios. REAs may be responsible for the review of Program Reports for the Orientation Program and Residents' Council
- Aid the Programming Coordinator in facilitating harm reduction programming during high-risk times of the year, including (but not limited to) Move-In Day Programming, OWeek Programming, Homecoming, Hallowe'en, St. Patrick's Day, Frost Week, Semi-Formal, Formal, and at other times as required by the Community Development Model or the Programming Coordinator(s) (i.e. late night weekend programs)
- Act as a resource for academic support and student success. An REA may work with the Academic Support and Engagement, the International Student Services (ISS), Residence Staff, student volunteers, Orientation, and Residents' Council to create a community that supports students' academic success and leadership development
- To design and ensure implementation of programs set out in the Community Development Model for the academic year within assigned residences, and to participate in program evaluation strategies
- To serve as a support for international students in residence, liaising with the ISS to refer international students to resources and facilitating international-themed programming
- To maintain open communication and manage administrative duties
- To act as a role model of respect for self, others, and the community
- To support with year-long recruitment processes for Residents' Council and Orientation roles, in collaboration with members of the Residence Life Management Team
- Escalate student concerns to the appropriate resources as needed and in alignment with training provided through Residence Life & Education.
- Maintain confidentiality of sensitive and personal information in accordance with Western University's policies and legal requirements.

See Appendix at the end of this document for more in-depth information about each responsibility.

Please Note: this position is not required to live in residence but will have the option of living in residence as an Upper Year student. All residence fees and meal plan requirements would be consistent with other Upper Year students living in residence.

Qualifications

Education & Training:

- Registered full-time main campus Western students with a 65% average or higher
- Completion of a satisfactory Police Vulnerable Sector Check, all required HR training modules, and a recognized Standard First Aid and CPR-C Certificate before assuming their duties
- Required to complete all components of mandatory Residence Life Staff training before assuming their duties, and throughout the academic year. Individuals who are not able to complete component(s) of training may not be eligible to assume their roles.
- Must be available to work during important dates, including: Move-In, OWeek, Fall & Winter Term Preview Days

- **Must be available and present for the complete duration of the Learning and Development Conference from August 23 – September 2, 2027.**
- Residence Education Advisor roles may include situations where staff members will be approached by students who have experienced challenges or exhibit high-risk behaviours such as thoughts of suicide, gender-based and sexual violence, domestic violence, mental health concerns, and self-harm. Residence Staff are responsible for listening and providing resources to students; they do not provide counselling. To this end, all Residence Life Staff are trained in these high-risk areas in order to provide an appropriate response and support to students. All Residence Life Staff will be trained and certified in *safeTALK Suicide Prevention* during the Learning and Development Conference in August. Residence Education Advisors must attend and participate in all training in these areas.

Experience:

- 1 year of customer service, volunteer, and/or leadership experience
- Previous experience working or volunteering in Western residences preferred

Skills, Abilities & Expertise:

- Collaboration and Teamwork: actively participates as a member of a team to move the team toward the completion of goals and maintains strong connections with team members and key stakeholders
- Communication and Interpersonal Relationships: Proactively communicates to enhance relationships across the organization; articulates thoughts and ideas while also listening to others' perspectives; develops and maintains positive working relationships
- Conflict Resolution and Mediation: ability to navigate difficult situations, utilizing appropriate styles and methods to reduce tension or conflict
- Critical Thinking and Problem Solving: provides solutions to community needs through innovation, resourcefulness and making appropriate referrals
- Flexibility and Adaptability: able to navigate change and adjust behaviour/processes as needed
- Leadership and Self-Efficacy: able to develop shared vision to lead students and staff to excellence while also being aware of own strengths and limitations

Why Western?

Western offers a broad and exciting variety of part-time and temporary employment opportunities with ample room for job exploration and growth. Within our beautiful campus, you are part of a progressive work environment that promotes work/life balance, including access to our state-of-the-art recreation centre. Apply for an opportunity to be part of the Western community and contribute to its success!

Applying at Western

To ensure that your application is given full consideration, please complete all relevant sections of the application on the [MyHousing Portal](#).

Consideration of applicants will include an assessment of previous performance (for returning staff), experience, and qualifications. Applicants should have oral communication skills in English.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact residencelife@uwo.ca.

Appendix A

To serve as the principal support to the Residents' Councils, one that always seeks to encourage a positive living and learning environment. The REA will assist Council Executive and/or Orientation Leaders with all aspects of their operation, including finance, programming, and other affairs as required

- Establish positive rapport and collegial working relationships with assigned Residents' Councils, (in particular Executive Members) and/or Orientation Leaders (in particular with Leadership Teams)
- Provide mentorship and role modelling for Floor Representatives (or equivalent) and/or Sophs and encourage further involvement in residence and campus life
- Guide Council Executive and/or LST in their decision-making processes as it relates to programming, finance, operations, selection timelines, and other relevant aspects of Council functioning
- Conduct ongoing reviews of Council and/or LST expenditures and provide insight and expertise
- Support the Residence Life & Education (RLE) team in their efforts to promote and sustain a healthy and robust Council system, and/or Orientation Program
- Assist RLE in the planning and delivery of ongoing Residents' Council training, including (but not limited to) the Learning and Development Training Conference and Floor Representative (or equivalent) training, and/or Orientation/NWeek Training
- Support Council and/or Orientation programming ideas and help to further develop and implement their programs; particular attention and resources should be given to the successful advanced planning and promotion of these programs

Act as a resource for academic support and student success.

- Be available to meet individually with residents and refer them to the appropriate university services
- Conduct 1-on-1 meetings with student leaders to design an academic plan to meet the individual needs of each community and each student leader
- Conduct 1-on-1 meetings with students to develop academic plans
- Serve as a resource to Student Experience
- Provide a range of workshops that address learning skills strategies and study tips that address residents' academic needs
- Develop promotional strategies to create awareness of the REA role in residence
- Seek out appropriate academic support information and services for residents
- Proactively assist residents with their personal and academic concerns within individual limits of leadership and development and capability

As programming staff, the REA serves as a resource to other student leaders. REAs will be responsible for the review of Program Reports and the arbitration of a personal budget

- Serve as a resource of information about initiatives, programs and options available on campus
- Suggest initiatives and programming ideas to target residents' needs based on the time of year
- Host weekly office hours, touring assigned buildings, to provide support to student leaders living in/assigned to residence. The REA will also be at the disposal of student leaders for individual consultation as it relates to programs; flexible hours will be a requirement, demanded by the nature of consultation
- Maintain a budget designed to facilitate campus-wide programs in collaboration with in-Residence partners, including Staff, Sophs, Council, or others. In this way, the REA must be a responsible steward of student money
- Support programs conducted by fellow staff members, including development, promotion, execution, attendance, and evaluation

Act as a resource for international student engagement in residence and on campus & develop and facilitate programs that facilitate international connections and an inclusive environment.

- Serve as a resource to the International Student Services Centre and involve them in residence programming (e.g., cultural holidays, social mixers, Global Café)
- Work with the REA team to provide balanced programming that addresses the needs of international students and promotes diversity and connections with domestic students
- Regularly provide information on international events and resources for building residents
- Support international programs facilitated by the campus-wide International Week committee, Residence Life Staff, and the university community
- Create and facilitate residence specific programming to achieve goals set out by the campus-wide International Week committee
- Provide a range of workshops that address communication strategies and social tips that develop global citizens
- Work to create an inclusive environment for international students and have an open-minded approach towards diverse cultures, languages, and traditions
- Promote leadership opportunities for international students and hold information sessions explaining different roles and experiences (e.g., Housing hiring info session, IESC Peer Mentors, WIC)

To aid the Programming Coordinator, in collaboration with Event Staff, in facilitating harm reduction programming during high-risk times of the year

- To aid the Programming Coordinator, in collaboration with Event Staff, in developing and facilitating harm reduction programming during high-risk times of the year, including (but not limited to) Hallowe'en, St. Patrick's Day, Homecoming, and at other times as required by the Community Development Model or the Programming Coordinator (i.e., late night weekend programs)

To design and ensure implementation of programs set out in the Community Development Model for the academic year within assigned residences, and to participate in program evaluation strategies

- As masters of the Community Development framework established by the Programming Coordinator, support student leaders with assessing and addressing needs of their community and implementing the Community Development Model
- Regularly update REA information on designated bulletin boards
- Actively promote and model programs and initiatives that seek to further develop communities
- Support student leaders in properly evaluating their programs and initiatives, as outlined in the Program Report writing process
- Sit in on various Housing committees along with their respective PC (wellness, sustainability, etc.), and lead active and passive programming
- Meet all REA Community Development Model expectations

To maintain open communication and manage administrative duties

- Submit all paperwork (i.e., log sheets, PRs, risk management form, etc.) in a timely manner
- Remain aware of current programming, projects, and events
- Foster positive relationships between subgroups of student leaders
- Regularly communicate initiatives, programs and ideas to Residence Life Coordinator(s), Programming Coordinator, fellow REAs, and other student leaders
- Encourage access to Program Bank, including passive programs
- Attend all required meetings (weekly REA team meetings, monthly one-on-ones with Programming Coordinator, including logistical and programming support for various student leader groups (by hosting office hours and student leader check-ins))
- Provide attention to risk management in programming and event planning
- Attend mandatory in-service (i.e., January PD, JI Tetc.) training sessions
- Assist with hiring process for Orientation Leaders and Residents' Council

To act as a role model of respect for self, others, and the community

- Demonstrate that academic achievement is a priority of residence life
- Refrain from behaviours that would undermine position of leadership
- Respect the dignity and diversity of each resident and encourage the same from others
- Abide by standards established by community agreements (Take Care, Commitment to Diversity, etc.)
- Create an inclusive atmosphere and promote a sense of belonging to the building and campus community for each resident