



Job Description

Resident Advisor (RA) for Male/Female Student Residence (SR) of the

Jamaica Theological Seminary (JTS)

Title: Resident Advisor (RA)

Reports to: The Director of Student Affairs (DSA) JTS

Process: Interested students must apply in writing to the DSA to be considered for this post.

Remuneration: RAs are paid a stipend on a monthly basis

Qualifications:

- Must be a student of the Jamaica Theological Seminary
- Student should be at least entering their Second year of study at JTS
- Must be residing on the Student Residence (SR) for the tenure of their RA position
- Even though peer appreciation plays a part, official selection and installation is authorized by the DSA

Personality: The Resident Advisor has to be a well respected individual among the campus community, reliable, responsible and reflecting a maturing walk with God. The RA must have excellent communication skills; respects the needs of others but mature enough to enforce the standards in the SR. The RA should be one who is not easily intimidated and so is able to carry out their function efficiently as overseer of the SR.

Job purpose: To act in the capacity as liaison between the residents in the facility and the DSA, ensuring that the student needs are met within reason and also the standards and protocols of the Jamaica Theological Seminary are upheld by those residing within its precincts or visiting.

Key responsibilities and accountabilities:

1. Dissemination of essential information to the residents.
2. Ensuring that Devotions are convened often as well as general meetings.
3. Ensure that student feedback and concerns as it relates to the SR is reported in a timely fashion to the DSA.
4. Driving the process of conflict resolution where necessary.
5. Mediating decisions and chairing SR meetings.
6. Ensuring that the SR is clean at all times. This includes personal space (bedrooms and bathroom) and public spaces, corridors, Kitchen, sitting area, laundry room etc.
7. Planning and executing SR/ SR room Checks.
8. Completing monthly reports and submitting them to the DSA, re SR activities, needs and ideas for improvement of services to the residents. Reports also include any breeches in protocol, or any event(s) that have occurred.

9. RA monitors and places orders with relevant department re cooking gas and other matters of maintenance (e.g. leaking faucets, roof leaks etc).
10. Develop ideas and activities that will enhance the overall effectiveness and efficiency of the SR.