Events Management Resident Advisor Scholarship 2017
Swinburne Student Residences
(2 Position per Semester)

Background
The Events Management Resident Advisor Scholarships provide leadership opportunities to senior students residing at Swinburne Student Residences. The scholarship enables students to reside on-campus and achieve their academic goals. Under the direction of the Residential Life Coordinator (RLC), scholarship recipients are required to contribute to the development and well-being of residents by providing these students with support, guidance, and intellectual leadership; provide leadership and positive role modelling in the residential community; contribute to the building of an integrated and supportive residential community and the development of good citizenship.

Eligibility to apply for the scholarship
To be considered for the scholarship, you need to:
- demonstrate academic excellence;
- demonstrate outstanding leadership, communication and interpersonal skills in leading a team;
- demonstrate strong organisational skills to plan, coordinate and implement programs;
- demonstrate ability to empathise and interact with students from diverse backgrounds;
- demonstrate ability to prioritise their RA role over casual employment or other non-university commitments;
- be an Australian citizen or holder of a permanent resident visa or humanitarian visa for Australia; or be an international student with appropriate student visa;
- be a full-time student at the University;
- have no history of misconduct or conduct of concern to the University (inclusive of Residences).

Term of the scholarship
Subject to continued fulfilment of the requirements of the Events Management RA Scholarship, the scholarship will run from 1st February until 1st December 2017.

Value of Scholarship
The Events Management Resident Advisor will be awarded the full value of the scholarship worth $2000 per semester, subject to mid-year review.

Requirements of the Events Management RA scholarship
Leadership
- Provide leadership and demonstrate positive role modelling in all aspects of residence life.
• Maintain a high physical presence and profile in the Residences;
• Plan and implement semester one and semester 2 Orientation Week Programs with the RA team; attendance at all events is compulsory
• Attend and contribute to regular RA meetings as set by the Residential Life Coordinator

**Events Management specific**

• Work with the individual RA’s to ensure that events are well planned, though out, cost effective, and executed, in accordance with templates and expectations set by the Residential Life Coordinator.
• Ensure all documentation (Risk Assessments, Event Plan, Budget, etc.) is completed two weeks prior to any event.
• Work with individual RA’s to complete and submit post event reports to the RLC
• Liaise with stakeholders and local businesses (develop positive local business relationships)
• Lead the fundraising campaign for the Residences Ball
• Plan and implement the Residences Ball
• Plan and implement the Art and Film Festival

**Residential Life**

• Encourage and support residents to participate in activities in the residences, and to interact with each other;
• Work with the Residential Life Coordinator to coordinate, plan and implement the academic, cultural, health awareness and community engagement programs with the Resident Advisors.
• Set up and maintain the calendar of events and programs for the Residences
• Attendance of all residential portfolio events

**Conduct**

• Ensure residents uphold relevant University and Residences policies and guidelines by responding to and reporting on incidents of misconduct;
• Adhere to protocols set out at the Resident Advisors training, and policies and guidelines of the University when responding to emergencies or incidents of misconduct;
• Not engage in misconduct or any conduct of concern to the University; or any illegal activity

**Other**

• Reside in Swinburne Student Residences during the term of the RA scholarship;
• Being available to check in residents during the major check in days for residents (including weekends) – start of the year and midyear;
• Assist the Residential Life Coordinator and residential staff with the coordination of Open Day in the Residences;
• Compulsory attendance in the residential training at the start of the academic year/midyear training, and any additional training deemed necessary by management;
• Three weeks of leave will need to be taken up by end of October.
• Obtain a current Senior First Aid qualification; provide evidence of existing
• Not engage in misconduct or any conduct of concern to the University.
• Not undertake casual employment that hinders on your ability to fulfil your RA role.

**Termination**
Swinburne University may terminate this Scholarship immediately by notice in writing to the Events Management Resident Advisor if the Events Management Resident Advisor is in material breach (or persistent breach) of the requirements of the Residences License Agreement or the Code of Conduct. Termination may also apply if the Events Management Resident Advisor is found to be incapable or unwilling to adhere to the scholarship requirements.

**Reviews**

**Monthly**
The Residential Life Coordinator will conduct a monthly review of the Events Management Resident Advisor.

**End of semester**
The Associate Director of Student Housing and Finance and the Residential Life Coordinator will undertake a review the Events Management Resident Advisor performance in the role and assess if the person has fulfilled the requirements of the scholarship. Resident Advisors should demonstrate strong academic performance.

Semester 1 scholarship holder will be considered for the Semester 2 scholarship. The Associate Director of Student Housing and Finances may revoke the scholarship if it is shown that the person is not fulfilling the requirement of the scholarship.

**Note:**
This stipend will be in the form of a rental rebate.

*If you do not complete the full term of the scholarship, you will be required to pay the full Licence Fee from the date you cease Events Management Resident Advisor duties, or cease living in Residence for the term of your License Agreement.*

Number of Scholarships: 2 per semester
Term of Scholarship: 1 February – 1 July 2017
Applications Close: 30th September 2016
*Compulsory RA Training: 2nd-5th February 2017 7th-10th February 2017 20th-21st July 2017

Term of scholarship (Semester 2): 2 July – 1 December 2017

**Note:** The compulsory RA training may be subject to change, by which the Residential Life Coordinator will advise.

**Application**
All applications must include:

- A RA Application Form
- A signed personal statement, clearly addressing your eligibility for the scholarship
- Two Referee Reports sent directly to the Residential Life Coordinator
- A copy of your current academic transcript (or proof of enrolment if currently completing a postgraduate degree by research)
- Proof of Australian Citizenship or permanent residency or appropriate student visa for international students

Completed applications must be delivered to the Residential College Office or emailed to katrinaadams@swin.edu.au by September 30th 2016

For further information:

Katrina Adams
Residential Life Coordinator
Swinburne Student Residences
Phone: 03 9214 8453

*Please note: If you are shortlisted for the interview process, you must be available on the 10th October 2016.

*Successful applicants will be notified after December 8th (release of results)