

Communications and Merchandise Resident Advisor Scholarship 2018

Swinburne Student Residences

(One position)



Background

The Communications and Merchandise Resident Advisor Scholarship provides leadership opportunities to senior students residing at Swinburne Student Residences. 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 Communications and Merchandise RA Scholarship, the scholarship will run from 31st January until 24 November 2018

Value of Scholarship

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

Requirements of the Communications and Merchandise RA scholarship

Leadership

- Provide leadership and demonstrate positive role modelling in all aspects of residence life, including building a positive and respectful culture in the Residences.

- Plan and implement semester one and semester 2 Orientation Week Programs with the RA team; attendance at all events is compulsory

Communications and Merchandise specific

- Assist the Residential Life Coordinator in running the Swinburne Student Residences social media accounts, which includes creating events and promoting these events on social media, posting reminders of events and uploading photos etc.
- Coordinate with the SRA's and the RA team to promote events to all residents:
 - Distributing the semester events calendar to all residents by week 1 of each semester
 - Designing and distributing events posters
- Organise and coordinate a minimum of two merchandises per year (to be completed by mid-semester 1) for sale to residents. This includes planning and coordinating the design of merchandise items, liaising with companies to produce the items, promoting and organising the sale of these items to residents.
- Form a committee in the Residences and coordinate the production of a Swinburne Residences Year book for sale to residents.

Residential Life

- Proactively meet and engage with all assigned residents on a regular basis and provide support and pastoral care as required.
- Hold one floor/building meeting with residents within the first two weeks of each semester.
- Hold a meeting with residents of each apartment within the first month of each semester.
- Encourage and support residents to participate in activities in the residences, and to interact with each other;
- Maintain a high physical presence and profile in the Residences.
- Work with the Residential Life Coordinator to coordinate, plan and implement the academic, cultural, health awareness and community engagement programs with the Resident Advisors.
- Contribute towards the development of the calendar of events and programs for the Residences by the end of RA training.

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

General

- Reside in Swinburne Student Residences during the term of the RA scholarship;
- Complete the following training/course/check:
 - Compulsory Resident Advisors training at the start of the academic year and mid-year, and any additional training deemed necessary by management;
 - Mental Health First Aid Training
 - Consent Matters Training
 - Senior First Aid Qualification
 - A Volunteer Working With Children Check (prior to taking up the RA position)
- Attend the following meetings and events:
 - Mandatory meetings with the Residential Life Coordinator
 - One on one meetings with the Senior Resident Advisor
 - Contribute to regular RA meetings as set by the Residential Life Coordinator and informal RA meetings as set by the SRA.
 - All residential portfolio events
- Assist the Residential Life Coordinator and residential staff with the coordination of Open Day in the Residences;
- Being available to check in residents during the major check in days for residents (including weekends) – start of the year and midyear;
- Three weeks of leave will need to be taken up by end of October.
- Not engage in any casual employment or other commitments that hinder your ability to meet the requirements of the RA role.

Termination

Swinburne University may terminate this Scholarship immediately by notice in writing to the Resident Advisor if the incumbent 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 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 Resident Advisor.

End of semester

The Associate Director of Student Housing and Finance and the Residential Life Coordinator will undertake a review the Resident Advisor performance in the role and assess if the person has fulfilled the requirements of the scholarship. The Resident Advisor 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 the Resident Advisor duties, or cease living in Residence for the term of your License Agreement.*

Number of Scholarships:	2 per semester
Term of Scholarship:	31 January – 1 July 2018
Applications Close:	29 th September 2017 (?)
*Compulsory RA Training:	31st January-2nd February 2018 5th-8th February 2018 20th-21st July 2018
Term of scholarship (Semester 2):	2 July – 24 November 2018

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

Application

All applications must include:

- A Resident Advisor's 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 Residences Administration Office or emailed to jswood@swin.edu.au by **September 29th 2017**

For further information: Jonathan Wood
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 18th October 2017**.

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