



AVONDALE STUDENT LIFE LEADERSHIP SCHOLARSHIPS

Position: Lead Residential Mentor

Campus: Lake Macquarie

Reports to: Res Life Management

POSITION ELIGIBILITY :

To ensure that you are eligible for this position, please read the 'Application Eligibility Form' available at avondalestudentlife.com/leadership/eligibility.

POSITION PURPOSE:

The Lead RM (as part of the Res Support Team) will assist Res Life Management in various roles in the management of the residential halls by providing a Christian environment in which the residential student's lives can be fostered, enhanced and transformed. This position holds all responsibilities and expectations of a Residential Mentor while also reporting to the Chief Student and Engagement Officer.

KEY RESPONSIBILITIES

Support

- To assist with the general running of the Residence.
- Check-in with the Peer Support Leaders on a regular basis and pass on any concerns regarding students and Peer Support Leaders to Res Life Management as soon as possible.
- Assistant Peer Support Leaders duties and responsibilities to be approved by Res Life Management.
- Ensure the general cleanliness of Res Halls is maintained and WH&S is adhered to.

Administrative

- Gather content (e.g., spiritual events, social programs, academic workshops etc) from the Res Life Program and give to Res Life Management to upload on the ASL calendar
- Create duty roster for the Res Support Team.
- Assist in Res Support duty cover during weekdays and weekends
- Manage social media content planning, production, and publishing (e.g. Res Hall Insta accounts)
- Assist with administration of Res Hall preparation and check-in/check-out procedures
- Provide agenda items for weekly/fortnightly Res Support Team meetings.
- Recording secretary for Res Support Team meetings

Communications

- Lodge all residential building maintenance requests via Service Desk portal (barr those for residents' rooms)
- Ensure all Peer Support Leader reports are being completed on time (due fortnightly)
- Responsible for the production and delivery of the weekly Res Halls newsletter ('Ella Smella' and 'Wats on Watson') with

an electronic copy sent to ResLife Management.

- Assist with the school tour roster in consultation with Res Life Management.
- Generate and monitor posts and comments on Res Halls social media pages under the direction of Res Life Management and in line with ASL's social media protocols.

Meetings

- Meet with Res Life Management as required.
- Attend Res Support meetings, record and distribute minutes.
- Attend Counselling and Chaplain supervision support meetings.
- Attend College Life committee meetings.
- Attend Avondale Student Association committee meetings.

Events

- Help co-ordinate and participate in 'Move-in-day' in Semester One and Two.
- Help co-ordinate and participate in Orientation (O-Week) activities.
- Help co-ordinate the Inter-Res yearly banquet.
- Contribute to co-ordinating the Res Life programme.
- Assist with hosting one PULSE per semester, promoting Res Life.

Be willing to carry out such other duties or responsibilities which may be reasonably required within the incumbent's knowledge, skill and ability.

TERM OF APPOINTMENT: For one academic year

REMUNERATION: See payment schedule 1 on 'Application Eligibility Form' (pro-rata applies)

REFER TO ELIGIBILITY AND CONDITIONS OF LEADERSHIP HONORARY SCHOLARSHIP