



JANE FRANKLIN HALL

2012 RESIDENT STAFF

APPLICATION DETAILS

Resident staff members are required to attend formal dinners and official College ceremonies as may, from time to time, occur. Leave will not be granted from Commencement or the other major events listed in the Annual Calendar. It is expected, too, that resident staff will be particularly available to students during times of special stress such as orientation and examination periods.

Appointments are made for one academic year i.e. February to November, and resident staff members are expected to remain in residence during this period. Incumbents are required to seek reappointment. Although appointments are made for one academic year i.e. February to November, the first semester of new appointments is probationary. Towards the end of the first semester, resident staff may undergo a performance review with the Principal. At the end of the academic year, those who choose to remain in residence but not as a Summer Duty Resident (which is offered to some resident staff; see below) will be required to pay fees for accommodation and food.

Appointment is dependent on the applicant attending a training programme in February 2012 and being in residence for the week before the orientation process in February 2012. Attendance at these sessions is compulsory. It is each resident staff's responsibility to arrange any employment and study requirements around these times.

Resident staff set an example in College at all times. Although they are entitled to privacy, to some extent resident staff are always "on duty", and are expected to exercise absolute discretion in regard to all confidential matters which come to their attention.

Resident Fellow

As a Resident Fellow (RF), leadership, academic achievement and personal integrity are essential and it is expected that this will be demonstrated by complying with the obligations set out in the Jane Handbook. Duties are academic, pastoral and administrative in nature, and the role involves assisting the Principal and staff to make Jane a comfortable place to live and a rewarding experience for all its residents. Although it is not obligatory, it is expected that Resident Fellows are engaged in full-time postgraduate study. RFs should own both an academic gown and hood in the style and colours of their degree for use at ceremonies.

To be a Resident Fellow is to be both friend and authority, respectful and respected, a leader and an example. Resident Fellows have a general pastoral charge of all students who are resident in College. More specifically, they may be required to accept particular responsibility for a smaller group of students, to assist them with counsel or practical help when problems arise and to alert the Principal in cases of serious need, either academic or personal.

RFs are responsible to the Principal and are supervised by the Assistant Principal. When they are on duty the full authority of the Administration resides in them. When rostered for general duty, the Resident Fellow is in effective charge of the College and is responsible for operational decisions taken on behalf of the College. The Duty Resident Fellow is responsible for emergencies such as fire alarms, power failures, uninvited guests, illnesses etc. Naturally, when on duty, RFs need to remain in College. The Duty Resident Fellow must complete a tour of the buildings at 10:00pm and lock gates and doors as required. All issues should be recorded in the Duty Book, which is picked up from the Office each day. Issues to be recorded include emergencies, behaviour of concern, arrival of new residents, noise complaints, lost keys and maintenance issues of concern; the time and all relevant details should be recorded.

Resident Fellows will be expected to assist with some extra-curricular event or area of service, for example:

- Jane's annual dramatic production.
- arrange speakers for formal dinners.
- outdoor activities.
- cultural visits and activities.
- the Jane Library's book and art collections.
- Open Day and other public events

RFs are required to be Contact Officers as part of the University of Tasmania's Harassment and Discrimination Policy, to provide first aid to residents and to act as Fire Warden in the event of an emergency; training will be provided for all of these services. When the Principal appoints a Disciplinary Hearing Panel, RFs are required to make themselves available.

RFs are generally allocated single, ensuite accommodation in the College. They receive an honorarium and membership of the Senior Common Room; however, loss of position will naturally include loss of those benefits not included in the normal residency. While accommodation is provided, the cost of board is deducted from the honorarium.

A police check and a pre-employment health assessment are required before confirmation of the position.

Resident Fellow Duty Statement

1. Resident Fellows' duties are academic, pastoral, cultural, administrative and disciplinary in nature.
2. Under the supervision of the Assistant Principal, provide leadership and integrity to the College.
3. Assist Resident Assistants and residents generally in any difficulties which might arise when the Office is closed.
4. Be responsible for academic assistance as required.
5. Provide disciplinary and behavioural guidance to residents as required.
6. Be responsible for the organisation of some extra-curricular event or area of service as discussed with the Principal.
7. Be Contact Officers as part of the University of Tasmania's Harassment and Discrimination Policy, and provide first aid, for which training will be provided.
8. Be Fire Wardens and assist with the evacuation of residents as required, for which training will be provided.
9. Attend Residential and General Staff meetings as required.
10. Host pre-dinner drinks and High Table on Formal Dinner Evenings.
11. Attend other training, as required.

Resident Fellow Selection Criteria

1. Demonstrated capacity to provide academic and cultural leadership in a College environment (essential).
2. Demonstrated capacity to provide pastoral support in the College including empathy for diverse lifestyles (essential).
3. Demonstrated capacity to lead the community in standards of behaviour (essential).
4. Well-developed interpersonal and negotiation skills (essential).
5. Demonstrated academic leadership (essential).
6. Experience in residential care in a College environment (desirable).

Interviews are likely to be held on Saturday 8 October 2011.

Resident Assistant

A Resident Assistant (RA) provides a range of services to the collegiate community. The position requires high personal standards and integrity and involves assisting the Principal and staff to make Jane a comfortable place to live and a rewarding experience for all of its residents.

The role has three principal duties:

- assisting residents in your area
- providing customer service in the Jane Shop, bar and library, and at student functions
- supporting RFs in providing residential leadership; particularly with regard to the living environment in your designated area

Resident Assistants may be required to be in attendance in the Library at certain times. During the required time, RAs are expected to be present in the library to lend and receive books, assist students with finding and borrowing books, and monitor noise levels.

It is expected that RAs are available for incoming and outgoing residents, including during holiday periods, to assist them to settle in, access the box room etc. Because at least four RAs are always needed at the College, permission to take leave during holiday periods must be sought from the Assistant Principal at least two weeks in advance. RAs should remain in residence until the day after the end of Academic Year Residential Agreement.

RAs are required to be bar staff at functions in the College. There are approximately 12 functions per annum, and it is anticipated that at least three staff will be required for each function. This is part of providing leadership in developing community activities, adding to the social and cultural fabric of the College, and being role models. RAs are expected to assist in the planning and development of social activities, to work with minimal supervision, to uphold State and College regulations pertaining to the sale of alcohol and to be efficient and trustworthy in all bar operations. RAs will be required to successfully complete a Responsible Service of Alcohol course prior to the beginning of the academic year.

RAs are allocated accommodation in the College. In recognition of their contribution, RAs receive an honorarium (approximately equal to 30% of the base residential agreement accommodation fee). Loss of position will naturally include loss of those benefits not included in the normal residency. RAs may not have an elected position on the student club committee; nor may they be the student representative on Council. Due to the importance of the position within the community, it is expected that RAs commit themselves for the full duration of the contract; resignations during the academic year create serious disruption to the College.

RAs are responsible to the Principal and supervised by the Assistant Principal. They will also receive support from the RFs, primarily from the RF designated to their area.

Resident Assistant Duty Statement

1. Be responsible for building a sense of community in the designated area and be sensitive to residents' needs.
2. Attend the Library/IT Resource area as directed at strategic times to assist residents with the Library's facilities.
3. Be a bar person at resident functions and staff the Jane Shop.
4. Assist in the planning and development of social activities.
5. Act as a conduit between residents and the Principal.
6. Be available for incoming and outgoing residents, including during holiday periods.
7. Attend and assist with College functions e.g. formal dinners, training, open days etc.
8. Assist in the evacuation of residents when required.
9. Accept responsibility for an area of service as discussed with the Principal.
10. Manage the kitchenette recycle bins in their designated area.
11. Assist Resident Fellows as required.
12. Attend Residential Staff meetings as required.
13. Attend other training, as required

Resident Assistant Selection Criteria

1. Demonstrated capacity to provide pastoral support in the College, including empathy for diverse lifestyles (essential).
2. Demonstrated capacity to help lead the community in standards of behaviour (essential).
3. Well-developed interpersonal and negotiation skills (essential).
4. An interest in Library/IT resources is desirable.
5. Demonstrated interest in planning and providing assistance at bar functions (essential).
6. 2 years' previous residential college experience (or equivalent) is desirable.

Interviews are likely to be held on Saturday 8 October 2011.

Summer Duty Residents

Summer Duty Residents are required to be responsible, after hours and on weekends, for the telephone, for any arrivals and for the security of the College.

The position is from 13 November 2011 to 13 February 2012. A roster will be arranged with sufficient flexibility to meet particular needs. It is expected that Summer Duty Residents are available for the busy periods and are free not to be in College at other times.

It is expected that Summer Duty Residents will be current and/or forthcoming resident staff. Other than ticking the appropriate box on the 'Application for Resident Positions 2012' form, no further application process is required.

In recognition of their contribution, Summer Duty Residents will receive an honorarium approximately equal to the accommodation fee for a Summer Residential Agreement.