



Job Description

Job Title: Resident Assistant (RA)

Department: Residence Life, Accommodation, Catering and Events (ACE)

Reports To: Community Manager / Community Coordinator / Project Manager

Job Purpose

The Residence Life Teams aim is to create and foster a safe, inclusive and supportive residential community that welcomes students living in our accommodation. Resident Assistants (RAs) play a vital role in achieving this.

RAs provide advice and support for students living in our accommodation. Working with the central Residence Life Team they play a key role in helping our students transition to university and adjust to independent living in accommodation.

Main Responsibilities

The primary responsibility of all RAs is to assist and support our residents. They do this by; building community, planning events, responding to emergencies, administrative responsibilities and tasks relating to the running of their accommodation site. The exact duties vary according to the requirements of individual accommodation sites, but some examples are set out below.

Academic

- By example and influence, encourage responsible study habits and class attendance among students.
- Host academic initiatives and events at your site

Administrative

- Be familiar with relevant guidelines and policies e.g., the RA policies, procedures including escalation and reporting protocol, the residence guide, terms of the accommodation lease, university policies, and the Code of Student Conduct.
- Attend and contribute to staff meetings and training sessions.
- Complete and return all departmental paperwork in a timely manner e.g., incident reports, monthly reports, performance review documentation, event proposals and event reports

Communication

- Maintain regular contact with, and communicate support and enthusiasm for fellow RAs, Residence Life and Accommodation, Catering and Events.
- Engage in communication with Central Residence Life Team and residents (including but not limited to regular check-ins, 121's, availability during office hours, hosting flat or pantry visits and chats).

Community Building

- Being present and visible in accommodation (e.g., during office hours, one-to-one chats, rounds of the buildings) and by hosting and attending events and activities being organised.
- Role model and maintain a good standard of behaviour in the accommodation and the university complying with all guidelines.





- Participate in RA committees and Focus Groups

Health & Safety and Emergency Response

- When on site be mindful of the health and safety of residents, follow and promote appropriate safety guidelines (e.g., fire safety, Safe Working guidelines and security measures) and respond appropriately to emergencies escalating accordingly.
- Report maintenance or other property related issues in a timely manner to the relevant teams.
- Recognise and work to the boundaries of the RA role. In the event of a crisis provide support and assistance to professional staff and students by supplementing direct interventions with a calm and reassuring presence.

Event planning

- Organise, independently and as part of a team of RAs, a programme of active, passive, virtual and in-person events for residents in your accommodation which meet the requirements of the [Wellness Wheel](#) and Programming framework established by Residence Life.

Competencies

Competencies are general descriptions of the abilities needed to perform well in the role of RA and to deliver the service to a high standard. As well as demonstrating the below competencies successful candidates will demonstrate the [Accommodation, Catering and Events values](#).

Communication

In person, in writing, virtually and using digital media

Planning & Organisation

Events, reports, office duties. Plans own time effectively.

Problem Solving & Decision Making

Responds to changing circumstances, uses initiative and draws on training or previous experience.

Teamwork

Works in a supportive manner with colleagues to deliver a positive student experience in the accommodation.

Continuous Learning

Engages positively with training opportunities, contributes experience, and seeks feedback and advice from others.

Community Development & Relationship Building

Builds relationships with students, organises diverse events to help students connect, and contributes to best practice in the service.

Role Modelling & Leadership

Demonstrates a positive and proactive approach, encourages academic excellence, promotion of guidance and expectations of residents and has an awareness of, and commitment to diversity.

Crisis Intervention

Responds calmly to crises, contacts appropriate support, makes safe for now and de-escalates situations within the boundaries of their role. Submits incident reports in a timely manner.

Mediation

Provides appropriate support and interventions to residents navigating academic, social, personal and communal living issues through education and facilitation of discussions, courageous conversations, mediations and programs.

Role Requirements

Applicants should;

- Be a full time and fully matriculated student at the University of Edinburgh for the full academic year in which they are applying to be a RA.





- Have the required documentation to prove your eligibility to work in the UK and ensure you do not break any working restrictions applicable (e.g., exceed the maximum working hours permitted as set out by visas). [Working in the UK.](#)
- Have and maintain good disciplinary and financial standing within Accommodation, Catering and Events and the University
- Have and maintain good academic standing and enrolment within the University
- Maintain eligibility to live in student accommodation
- Have lived in shared accommodation, preferably at the University of Edinburgh.

Please note that this role description is not exhaustive and further particulars will be provided should you progress in the recruitment process. This role description is accurate for current post holders, but duties may be subject to change in the new academic year.

Additional Information

Full contractual dates for the role begin on 4th September 2026 and will end on 3rd September 2027.

Free of charge accommodation is offered during RA training week (4th September 2026 – 12th September 2026).

Accommodation offered to RAs is by description standard rooms across our accommodation blocks. Exceptional circumstances and medical grounds for alternative accommodation will be considered when evidence is shared for this at the point of application submission.

A competitive remuneration package of £621.38 per month for RA's allocated to catered sites and £557.83 per month for RA's allocated to self-catered sites will be applied for the remainder of the lease dates (12th September 2026 – 3rd September 2027). Remuneration will be applied whilst RAs remain active in the RA role (inclusive of authorised leave periods).

RAs must be available in-person to attend mandatory training and arrival duties from the 4th September 2026 – 25th September 2026 inclusive and during the January arrivals period (typically the first full week of January). Failure to be to attend all of these dates would mean RAs are ineligible for the role.

If you do not complete all training or are removed from the RA role at any point your accommodation lease will become void. We would endeavour to help you to find accommodation elsewhere in our sites but this would be on a full price lease.

PG RAs are entitled to 32 days annual leave (inclusive of 4 public holidays 25th 26th December & 1st 2nd January).

If you require this document in an alternative format, please contact the recruitment team by email at recruitment.reslife@ed.ac.uk