



Information Sheet for 2012 Residential Assistant Applicants

Key Points

You are employed by the University of Otago on a fixed-term contract

If you are employed elsewhere in the University you can only work a maximum of 19.75 hours per week.

If you are employed elsewhere outside of the University you will pay secondary employment tax.

You will be paid a fortnightly salary and charged for accommodation fees at a reduced rate. The contribution by you is approximately \$85 per week.

If you would like leave during the year you must apply before making your arrangements.

Your obligations to the College come first

You need to maintain a good balance between your RA role and your academic studies.

Training begins on Tuesday 7 February

You will be required to be in residence from this day onwards.

Want to know more ???



From the Master—Chris Addington

Thank you for your interest in being a residential assistant at University College. University College is a fantastic residential college and we pride ourselves on providing an exceptional residential experience for everyone who lives and works here. Being an RA is exciting, personally challenging and highly rewarding. Not only will you get the chance to help first-year residents learn about University life, you will work with Otago's largest RA team.

Our RAs come from diverse backgrounds and study disciplines but they share our goal of making UniCol the best it can be. The skills you learn and the experiences you undertake as an RA are excellent training for your future. We welcome your application.

Employed by whom?

If you are considering applying to be a Residential Assistant in 2012 at University College you will be employed in the first instance by Otago University. If you are already employed by the University in other Departments you need to keep in mind that as a student you are only allowed to work a maximum of 19.75 hours per week across the University.

Tax Issues

If you should work outside the University, you will pay secondary employment tax as the University will be your main employer.

Remuneration & Accommodation/Board

The University will pay you for the work specified. You will then pay the University a discounted amount for accommodation. This is in recognition of the inconvenience, restrictions and the interruptions due to the on-call nature of the position. Please note that the accommodation rate has not been set for 2012. In 2011 it was \$231.17 per week. Please note that your remuneration will cover approximately two thirds of the accommodation fees and your contribution will be approximately an extra \$85.00 per week.

**University College Prospective RA Information Meeting
Thursday 28 July—7:00 pm—University College Mark Parker Seminar Room**



Leave Applications

You should remember this is a live-in position, and any leave requested will be at the discretion of the College management. This must be applied for and granted before you make any other arrangements. You should also keep in mind that while your obligations to the College come first it is important that you maintain a good balance for the time needed for your academic studies.

Training & Start Dates

For the first two weeks of the fixed-term contract you will be required to attend a compulsory live-in training programme, which in 2012 will start on Tuesday, 7 February.

International Students and Visas

If you are an International student on a visa you need to keep in mind the 20 hours per week are all that you are allowed to work.

Security Checks

Because of the sensitive nature of RA work and the requirement to live-in you may be required to submit your details for a police background check before any formal offer of employment is confirmed.

Closing Date for Applications

Applications close on Friday, 5 August 2011 and should be addressed to Bob Cochrane, Deputy Master and handed into the College Office.

For further Information about University College please check out our website at www.otago.ac.nz/unicol

For further information about being an RA at Unicol please contact:



Bob Cochrane
Deputy Master
University College
315 Leith Street
Dunedin

Phone (03) 479 5990

Cell (021) 279 5990

E-mail bob.cochrane@otago.ac.nz

