

<b>CONTRACT PERIOD:</b>	<b>Fall:</b> Beginning of Residence Life Staff Training (tentative: August 18, 2019) until 24 hours after last scheduled exam <b>Winter:</b> Opening of residences until noon on final check-out day (April 2020).
<b>REMUNERATION:</b>	The hours of the Programming Office Staff vary according to the specifics of their job responsibilities. Programming Office Staff will be paid a stipend of \$2685 per semester (currently under review).
<b>REPORT TO:</b>	Programming Office Staff will report directly to the Residence Programme Coordinator who will provide training, support and assistance in the execution of their responsibilities.

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## POSITION SUMMARY

Programming Office Staff (POS) are expected to act as residence leaders and supports for fellow student-staff in providing residence enrichment activities. They are responsible for working with the Residence Program Coordinator (RPC) to support, design and implement a broad range of initiatives in residences across campus. While each POS member is hired to lead a particular Programming Team [portfolio](#), members of the Team work collaboratively to ensure the quality of all outputs. Responsibilities POS will collaboratively fulfil include can be grouped into three areas: Resource Management, Initiative Planning and Implementation, and Campus Partnerships and Committees.

## RESPONSIBILITIES

### A. RESOURCE MANAGEMENT

- Keep an accurate inventory of all resources and supplies in the Programming Office, requesting supplies as needed and coordinating the sign-out of resources.
- Manage the databases used to host programming-related files (I:drive, Courselink, RLS secure website, etc.), modernizing databases as needed to best support staff.
- Produce a weekly newsletter for RLS providing programming and campus resource and involvement opportunity information.
- Maintain The HUB email account.
- Maintain the relevant portions of the RLS website.
- Schedule Programming Office and Academic staff and maintain required office hours to ensure Programming Office availability for RLS.

### B. INITIATIVE PLANNING AND IMPLEMENTATION

- Develop resources to support RLS in residence enrichment efforts (marketing materials, resource videos/guides, program packages, etc.)
- Facilitate residence enrichment-related sessions during the annual RLS Fall Training Program and for campus partners, in consultation with the RPC.
- Facilitate campus wide initiatives, completing required planning, risk management, budgeting, marketing, facilitation, and assessment tasks.
- Keep Programming Team members abreast of the status of on-going projects.
- Quickly plan, develop and distribute/facilitate active and passive programs to respond to timely residence issues (hate crimes, vandalism, major news events, thefts, etc.)
- Communicate with representatives from each RLS team to review upcoming programming efforts and gather feedback.
- Plan and implement Residence Life social media and website content.

### C. CAMPUS PARTNERSHIPS AND COMMITTEES

- Collaborate with campus partners (Wellness, Student Life, Interhall, Athletics, CSA, College Governments, etc.) to plan residence activities.
- Take part in campus committees (1-in-5 Mental Health Awareness, White Ribbon, Sexual Violence Awareness and Education, etc.) as directed by RPC, representing RLS and reporting back to the Programming Office team.

#### **STATEMENT OF DECLARATION**

The health and safety of students, staff, and guests in the residence is a paramount concern for Student Housing Services (SHS). To provide such an environment, SHS employs various staff (e.g., Residence Life Staff [RLS], Guest Table Staff, Duty Staff, etc.) who demonstrate, through selection and performance management measures, superior capacity (a) as a role model, through compliance with expectations (i.e., Residence Community Living Standards [RCLS], Job Description, RLS Code of Conduct, and Employment Contract); and (b) to make independent decisions as a para-counselor to students in need and first-responder in crisis situations (in applicable positions).

In order to ensure quality applicants, SHS will review the residence history of all applicants, which includes, but is not limited to behavioural, conduct, and employment (some positions also must meet an academic standard). Applicants whose non-academic misconduct (i.e. violation of RCLS) or employment history are deemed to be above the acceptable threshold will not be invited to the interview phase. An applicant's behavioural history (i.e. personal wellness, mental health) is reviewed by a non-hiring manager at point of offer. Where there is a bonafide concern with an individual's behavioural history (based on the requirements of the job) an a) offer of employment will be conditional upon the applicant meeting specified expectations that ameliorate the concerns or b) an offer will not be made. Students on Residence Probation are ineligible to apply for SHS staff positions.