

CONTRACT PERIOD:

Fall: Beginning of Residence Life Staff training (mid to late August 2024) until 24 hours after last scheduled exam (December 2024).

Winter: Opening of residences (January 2025) until noon on final check out day (April 2025).

REMUNERATION:

The hours expected of a Senior Academic Programmer will vary according to the needs of the Academic Learning Communities (ALC) team.

Senior Academic Programmers will receive a stipend of \$5,772.26/semester (under review).

Senior Academic Programmers will also receive a stipend for participation in August Residence Life Staff training. This stipend is commensurate to time spent at training.

For reference, the amounts for the 2023-2024 year were as follows:

Semesterly Stipend: \$5,772.26/semester

August Training Stipend: Approximately \$900-\$1100. *Note: The length of the training period for August 2024 may differ from the length of the training period for 2023.*

All amounts above are under review. Finalized stipend amounts will be communicated in summer 2024.

REPORT TO:

Senior Academic Programmers will report directly to the Manager-in-Training, Residence Learning Communities who will provide training, support and assistance in the execution of the Senior Academic Programmer's responsibilities.

POSITION SUMMARY

The Senior Academic Programmer are senior staff members who are expected to act as mentors and offer academic programming support, coaching, and guidance to the Cluster Leaders on the ALC team. The Senior Academic Programmers are expected to assume responsibility for supporting a broad range of academic programming in the residences across campus and to develop quality working relationships with their colleagues. The Senior Academic Programmers are expected to demonstrate a commitment to Residence Life by working to create a sense of team that contributes to the individual growth of the Cluster Leaders. Due to the nature of the position, one full academic year as a member of Residence Life Staff is a requirement to apply, or significant outside leadership experience.

RESPONSIBILITIES**A. PROGRAMMING**

- Act as a resource for Cluster Leaders (CL) and other members of RLS in academic programming initiatives across campus, including being familiar with on-campus services and resources.
- Ensure that the academic programming plans of the CLs are implemented as prescribed in the ALC programming curriculum.

- As requested, assist with the researching, designing, creating, coordinating, marketing, and implementing of programs and programming resources for use by CLs to meet academic needs.
- Support the Cluster Leaders in the development of their programming plans.
- Develop, market, and implement academic programs, as needed.
- Plan, implement and evaluate training and on-going training activities for the ALC Team in consultation with the Manager, ALC.
- Work with the other Senior Academic Programmers to provide 4 staff teambuilding/social opportunities for ALC members per semester, averaging 1 event per month.
- Collaborate with the ALC team and campus partners and faculty to facilitate major Campus-Wide Academic programs.
- Practice risk management when planning and implementing programs.
- Create an Academic Bulletin Board once a month for residences on variety of academic resources or needs.

B. OFFICE MANAGEMENT

- Maintain a minimum of 4 office hours in the Hub per week, planning academic activities and on-campus presence for the ALC team.
- Staff 2-3 Academic Drop-in Centres a week.
- Collaborate with the other Senior Academic Programmers to schedule the ALC team for Academic Drop-in Centre/Exam Centre shifts and determine appropriate themes.
- Keep accurate inventory control of academic equipment, supplies and resources in the Programming Office and request supplies as needed.
- Update the semester programming calendar as needed.
- Provide additional coverage for the Academic Drop-in Centres as needed.

C. TEAM DEVELOPMENT

- Serve as a programming resource to Cluster Leaders.
- Supervise the Academic Cluster Leader staff and act as a mentor and role model to them.
- Implement bi-weekly one-to-one staff meetings with Cluster Leaders
- Attend weekly ALC team meetings, offering advice and suggestions to the ALC in program development.
- Encourage idea sharing, team building and a positive work environment amongst team-mates.

D. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help Cluster Leaders understand relevant academic policies and procedures, schedule of dates, and sources of academic assistance.
- Communicate regularly with the Manager-in-Training, Residence Learning Communities through weekly logs, meetings, drop-ins, email, voicemail and other documentation as required.
- Respond to weekly and programming logs of Cluster Leaders.
- Ensure privacy is maintained with respect to residents' behaviour, incidents occurring in residence, and ALC team issues.
- Assist with staff hiring for the upcoming year.

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 Registration & Door 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.