

**CONTRACT PERIOD:** **Summer:** Beginning May 2024 – Ending August 2024 (week max duration 17 weeks)

**REMUNERATION:** This placement will be paid an hourly wage of \$16.50 + 4% vacation pay. Expectation of 30-35 hours per week. This staff position qualifies for the Student Housing Staff employee summer residence rate (\$900 for the summer semester).

**REPORT TO:** The Residence Life Assistant will report to the Residence Programme Coordinator when fulfilling regular job duties and the August Training Chair when fulfilling August RLS Training duties.

**POSITION SUMMARY**

The Residence Life Assistant (RLA) will assume responsibility for supporting a broad range of functions within the Residence Life unit and within the larger Student Housing Service Department. Job responsibilities will be focused programming for summer students, preparing for the arrival of students and staff for the start of the Fall semester and supporting the Department in other housing initiatives.

**RESPONSIBILITIES**

**A. RESIDENCE ENRICHMENT (60%)**

- Support the Residence Program Coordinator in preparing for Fall/Winter Semester programming, through:
  - Prepare content for residence programming initiatives (ex. Manager Meet and Greet, resources for Mental Health, House Calls, Take a Paws, etc.)
  - Purchase/prepare supplies (ex. House Calls printing, O-Week poster and bulletin board design and printing, HoCo Pump-up purchases, etc.)
  - Design residence-wide bulletin boards
  - Collaborate with campus partners (booking spaces, discussing partnerships, etc.)
  - Engage their network of peers to solicit student/student-staff feedback on potential initiatives and/or changes.
  - Develop transition guides for annual programs, including key dates, contact information for partners, step by step guide for implementation.
- Manage programming supplies:
  - Organize and taking inventory of programming supplies in the HUB and hall Programming Offices
  - Work with Residence Life administrative support to purchase supplies and distribute as needed.
- Monitor programming-specific email addresses.
- Take an active role in the planning and initiation of new residence enrichment initiatives.
- Work with the Residence Program Coordinator in support of the residence enrichment training for student staff in August.
- Collaborate with other Student Housing Services staff to generate social media content.
- Provide support and assistance with move-in and orientation week programming.

**B. AUGUST TRAINING SUPPORT (30%)**

- Assist the Residence Life Management Team in preparing for August RLS Training. Including, but not limited to the following tasks:
  - a. Participate in August Training Committee Meetings
  - b. Create name tags for staff
  - c. Support room stuffing

- d. Uploading content to CourseLink
- e. Assist with the planning of social events.

**E. OTHER STUDENT HOUSING UNITS (10%)**

- Represent the Department at a variety of summer events where residences are being marketed.
- Participate on hiring panels, consultations, committees, etc., as requested.
- Assist in updating key Residence Life Staff policies and procedures.
- Provide administrative support for identified summer projects on an as needed basis.
- Provide assistance to the Summer Residence Assistants (Summer RAs) on an as needed basis.

**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.

*Please note preference for this position will be given to incoming Programming Office Staff for the 2024/2025 academic year. This is due to the carry over nature of the responsibilities associated with the position.*