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| CONTRACT PERIOD: | Fall: Beginning of Residence Life Staff Training (mid to late August 2019) until 24 hrs after last scheduled exam (December 2019). Winter: Opening of residences until noon on check-out day (April 2020). |
| REMUNERATION: | The hours expected of a CA-LLC vary according to the needs of the community, but will be in the range of 22 hours per week. CA-LLC will receive a stipend of \$4700.47/semester (under review), and an RLS Meal Plan. CA-LLC are expected to live in residence and are responsible for covering their Residence fees and will receive an RLS Room Rate. |
| REPORT TO: | CA-LLC will report directly to the Manager, ALC who will provide training, support and assistance in the execution of the CA-LLC's responsibilities. |

POSITION SUMMARY

Community Assistant - LLC is a senior staff member who is expected to act as mentor and offer programming support to members of LLCs. CA-LLC is expected to assume responsibility for supporting a broad range of programming in the LLCs and to develop quality working relationships with their colleagues. CA-LLC are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth. Living on-campus is required.

RESPONSIBILITIES

A. PROGRAMMING

- Act as a resource for Programmer Facilitators and other RLS in their programming initiatives in the Living-Learning Communities, including being familiar with on-campus services and resources.
- As requested, assist with the researching, designing, creating, coordinating, marketing and implementing of programmes and programming resources for use by PFs & Arts House RA.
- Support the PFs and Arts House RA in the development of their semester programming plans.
- Ensure that the programming plans are implemented as prescribed by the LLC (Living-Learning Centres) staff job descriptions.
- Develop, market, and implement programmes which will assist students in the LLCs, as needed.
- Plan, implement and evaluate training and on-going training activities for the LLCs, in consultation with the Manager, ALC.
- Provide 1 staff teambuilding opportunity per month.
- Manage programming logs and keep the Manager, ALC up-to-date about programming.
- Collaborate with the LLC staff to facilitate one major Campus-Wide program per semester, including events to assist with programming between the LLCs.
- Develop linkages amongst all the Residence Learning Communities.
- Facilitate and support new student orientation activities.
- Practice risk management when planning and implementing programmes.

B. TEAM DEVELOPMENT

- Serve as a resource to LLC staff.
- Supervise the LLC staff and act as a mentor and role model to the LLC staff.
- Offer advice and suggestions to LLC staff in programme development and community management.
- Follow-up with LLC staff on any team dynamic issues that may arise and document and follow-up with the Manager, ALC appropriately.
- Offer advice and suggestions to the LLC staff in programme development.
- Be aware of individual and group needs within the LLCs and address with the Manager, ALC.
- Facilitate weekly staff meetings.
- Coordinate team socials on a monthly basis.
- Encourage idea sharing, team building and a positive work environment amongst team-mates.

C. OFFICE MANAGEMENT & COMMUNITY MANAGEMENT

- Keep accurate inventory control of equipment, supplies and resources in the LLC Programming Office and request supplies as needed.
- Maintain a minimum of 8 office hours per week.
- Support LLC staff in community mediation efforts, including community circles.
- Manage roommate contracts and address community concerns, in consultation with the Manager, ALC and LLC staff of the community.
- Meet with students and complete documentation and sanctioning for lower level Incident Reports given to students in the Living-Learning Centre. Individual decisions for case management to be made in consultation with the Manager, Academic Programs and East Residence Manager.
- Participate in the on-call rotation in the East Area Residences.

D. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help LLCs understand relevant university policies and procedures, schedule of dates, and sources of academic assistance.
- Communicate regularly with the Manager, ALC through weekly logs, meetings, drop-ins, email, voicemail and other documentation as required.
- Communicate regularly with LLC staff, in order to share information, collaborate, and collect details about academic needs.
- Use online resources through the RLS website properly and promptly to review online logs to record programmes.
- Respond to weekly logs of LLC staff.
- Implement LLC staff evaluations.
- Ensure privacy is maintained with respect to residents’ behaviour, incidents occurring in residence, and LLC team issues.

E. ROLE MODELLING

- Role model appropriate personal behaviour and academic success at all times.
- Understand and role model the *Residence Community Living Standards*.

TRAINING AND COMMITMENTS

- Attend Residence Life Staff Spring Orientation
- Attend Residence Life Staff Training
- Attend On-Going Training
- Attend Residence Life Orientation Programming
- Be present on campus for Move-In
- Attend weekly staff meetings and Senior Team meetings
- Coordinate and facilitate sessions during training and on-going training
- Attend Winter Residence Life Staff Training/Team Time
- Participate in new staff recruitment and hiring
- Attend any other training sessions or workshops as required by the Manager, ALC

COMPETENCIES

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| <input checked="" type="checkbox"/> Completion of at least 4 semesters of University | <input checked="" type="checkbox"/> Creative |
| <input checked="" type="checkbox"/> Solid academic standing | <input checked="" type="checkbox"/> Initiative and Reliability |
| <input checked="" type="checkbox"/> Commitment to Academic Success | <input checked="" type="checkbox"/> Leadership |
| <input checked="" type="checkbox"/> Communication and Problem-Solving Skills | <input checked="" type="checkbox"/> Teamwork |
| <input checked="" type="checkbox"/> Strong Interpersonal Skills | <input checked="" type="checkbox"/> Time Management and Organizational Skills |
| | <input checked="" type="checkbox"/> Self-motivated |

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.