

CONTRACT PERIOD:	Fall: Beginning of Residence Life Staff Training (mid to late August 2017) until 24 hrs. after last scheduled exam (December 2017). Winter: Opening of residences until noon on check-out day (April 2018).
REMUNERATION:	The hours expected of an Academic Programmer vary according to the needs of the community, but will be in the range of 12-15 hours per week. Academic Programmers will receive a stipend of \$2295/semester (currently under review).
REPORT TO:	Academic Programmers will report directly to the Manager, ALC who will provide training, support and assistance in the execution of the Academic Programmer's responsibilities.

POSITION SUMMARY

Academic Programmers as senior staff, are expected to act as mentors and offer academic programming support to members of the Residence Life Staff. Academic Programmers are expected to assume responsibility for supporting a broad range of academic programming in the residences across campus. As returning Residence Life Staff members, Academic Programmers are expected to develop quality working relationships with their colleagues. Academic Programmers are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth.

RESPONSIBILITIES

A. PROGRAMMING

- Act as a resource for RLS in academic programming initiatives across campus, 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 RLS, and especially ALC, to meet academic needs.
- Develop, market, and implement academic programmes, including:
 - Create and display 1 passive academic program per month for your building area.
 - Develop and distribute to RLS one passive academic board per semester.
 - Implement larger traditional campus wide programs, including Chemistry Help Session and Program Counsellors in Rez
 - Identify and implement one off-campus academic program per semester
 - Assist with staffing of the Academic Drop-in Centre at least four times per semester
 - In collaboration with ALCs coordinate, market, and implement a programming schedule and maintain a calendar of academic programming events in your community.
 - Monitor student transitional academic needs and respond by offering services as required.
- Present Programming-related sessions during Training and On-Going Training in consultation with the Manager, ALC.
- Contribute articles to the weekly RLS and the IHC newsletter.
- Support hall and Campus-Wide programs throughout the course of the year.
- Facilitate and support new student orientation activities.
- Practice risk management when planning and implementing programmes.
- Implement Time Management and Preparing for Midterms/Exams type workshops as requested by RLS

B. TEAM DEVELOPMENT

- Attend weekly Staff meetings.
- Participate in team socials.
- Encourage idea sharing, team building and a positive work environment amongst team-mates.

C. OFFICE MANAGEMENT

- Maintain a minimum of 6 office hours per week, planning ALC activities
- Keep accurate inventory control of academic equipment, supplies and resources in the Programming Office and request supplies as needed.
- Update a semester programming calendar as needed.

- Provide coverage for the Academic Drop-in Centres at least 3 times per semester.

D. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help ALC understand relevant academic policies and procedures, schedule of dates, and sources of academic assistance.
- Communicate regularly with the Manager, ALC and Senior Academic Leader through weekly logs, meetings, drop-ins, email, voicemail and other documentation as required.
- Communicate regularly with RLS in order to share information, collaborate, and collect details about academic needs.
- Use online resources through the RLS website such as the Conduct Coordinator (MyCoCo) software to properly and promptly document incidents, and online logs to record programmes.
- Ensure privacy is maintained with respect to residents' behaviour and incidents occurring in residence.

F. ROLE MODELLING

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

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.