

<b>CONTRACT PERIOD:</b>	<b>Fall:</b> Beginning of Residence Life Staff Training (mid to late August 2017) until 24 hrs. after last scheduled exam (December 2017). <b>Winter:</b> Opening of residences until noon on check-out day (April 2018).
<b>REMUNERATION:</b>	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 \$4286/semester.
<b>REPORT TO:</b>	CA-LLC will report directly to the Manager, ALC who will provide training, support and assistance in the execution of the Senior Programme Facilitator's responsibilities.

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### POSITION SUMMARY

Senior Programme Facilitator is a senior staff member who is expected to act as mentor and offer programming support to members of LLCs and Theme Houses. Senior PF is expected to assume responsibility for supporting a broad range of programming in the LLCs and Theme Houses and to develop quality working relationships with their colleagues. Senior PFs 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 recommended for this role, but not required.

### RESPONSIBILITIES

#### A. PROGRAMMING

- Act as a resource for Programmer Facilitators and other RLS in their programming initiatives in the Living-Learning Communities and Theme Houses, 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 and Theme House staff.
- Support the PFs and Theme House staff in the development of their semester programming plans.
- Ensure that the programming plans are implemented as prescribed by the PF and Theme House staff job descriptions.
- Develop, market, and implement programmes which will assist students in the LLCs and Theme Houses, as needed.
- Plan, implement and evaluate training and on-going training activities for the LLCs and Theme Houses 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 Programmer Facilitators and Theme House staff to facilitate one major Campus-Wide program per semester, including events to assist with programming between the LLCs and Theme Houses.
- 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 Programmer Facilitators and Theme House staff.
- Supervise the LLC staff and act as a mentor and role model to the PFs & Theme Houses staff.
- Offer advice and suggestions to LLC and Theme House 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 PF & Theme House 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**

- Maintain a minimum of 3 office hours per week in the Hub.
- Keep accurate inventory control of equipment, supplies and resources in the Programming Office and request supplies as needed.
- 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.

**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 PFs and Theme House 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).



## JOB DESCRIPTION F16-W17 COMMUNITY ASSISTANT - LLC

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.