



<b>CONTRACT PERIOD:</b>	<b>Fall:</b> Beginning of Residence Life Staff Training (tentative: August 16, 2015) until 24 hrs. after last scheduled exam (tentative: December 20, 2015). <b>Winter:</b> Opening of residences until noon on check-out day (April 2016). *Dates subject to change
<b>REMUNERATION:</b>	The hours expected of a Community Standards Assistant vary according to the number of active cases. The Community Standards Assistant will work an average of 6-10 hours per week and receive \$13.33/hour (under review).
<b>REPORT TO:</b>	The Community Standards Assistant will report directly to the Community Standards Officer who will provide training, support and assistance in the execution of the Community Standards Assistant's responsibilities.

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### POSITION SUMMARY

The Community Standards Assistant (CSA) is a student who is expected to assist the Community Standards Officer in tracking, assessing and developing educational outcomes and opportunities for use by members of the Residence Life Management Team. In addition, the Community Standards Assistant helps to coordinate the CORE Program (Community Outreach Residence Experiences) and support students referred to this program as well as through the conduct process. The Community Standards Assistant is expected to demonstrate a commitment to Residence Life by working to enrich educational opportunities that contribute to individual student growth.

### RESPONSIBILITIES

#### A. EDUCATIONAL OUTCOMES AND OPPORTUNITIES

- Assist with the researching, designing, creating, coordinating, and implementation of educational outcomes and opportunities for use in the conduct process.
- Liaise with the on and off campus resources to find opportunities for students referred to the CORE program and needing to participate in community outreach. Provide guidance and resources to students who have community outreach hours.
- Track and update the completion of a variety of educational outcomes.
- Assess and evaluate student reflection assignments based of a set of criteria and expectations.

#### B. POLICIES & PROCEDURES

- Demonstrate a comprehensive understanding of the *Residence Community Living Standards*, principles of restorative practice and student conduct administration.
- Follow standard operating procedures with respect to the conduct process and CoCo data system.
- Be familiar with the role and functions of resources on campus (ie. Campus Community Police, University Judicial office, etc..).

#### C. PROJECT DEVELOPMENT & STUDENT SUPPORT

- Assist in developing educational programs, assignments and videos for residence students in collaboration with the Community Standards Officer.
- Develop and update FAQs and web content for students to reference throughout the judicial process.
- Address student inquiries regarding the *Residence Community Living Standards* and conduct processes.
- Assist with the promotion, marketing and communication of the RCLS.
- Develop and conduct research through online and in person survey tools.
- Refer students as necessary to appropriate campus resources/services/personnel.
- Participate and assist in the coordination of training and on-going training for the Residence Community Integrity Board, Seminar Facilitators and other peers.

#### D. COMMUNICATION & ADMINISTRATION

- Be familiar with any publications and training material distributed by Student Housing Services.
- Communicate effectively with the Community Standards Officer through weekly meetings, email and voicemail.
- Document interactions with students as necessary and as outlined by the Community Standards Officer.

JOB DESCRIPTION F15-W16  
COMMUNITY STANDARDS ASSISTANT

- Understand and uphold all matters of privacy.

**F. ROLE MODELLING**

- Role model appropriate personal behaviour and academic success at all times.
- Understand and role model the *Residence Community Living Standards*.
- Respect the boundaries inherent to the Community Standards Assistant role as outlined in training.

**G. TRAINING AND COMMITMENTS**

- Attend Community Standards Assistant Training opportunities
- Attend and assist with Residence Community Integrity Board and RLS Training.
- Attend Residence Life Staff On-Going Training, if desired.
- Attend any other training sessions or workshops as required by the Community Standards Officer.

**H. ADDITIONAL DUTIES**

- Additional duties as assigned by the Community Standards Officer.

**ACADEMIC COMMITMENT**

The Community Standards Assistant is a student of the University of Guelph first and should not jeopardize their academic success. The CSA is required to maintain an average of at least 65% in their academic work. Student staff members are expected to speak with their supervisor regarding conflicts between the position and their academic success so that a solution may be found.

**QUALIFICATIONS**

In order to be considered for this position, applicants are strongly encouraged to meet the following criteria:

- Must be a full time student of the University of Guelph.
- Must have completed 2 semesters of post secondary studies.
- Must be in good standing with the *Residence Community Living Standards* and the *Student Rights & Responsibilities*, as determined by the Community Standards Officer.
- Must be willing to work flexible hours, which may including weeknights and weekends.
- Must have resided in residence for at least two semesters.
- Previous leadership experience required; work in Student Housing Services an asset.
- Must have a cumulative average of 65% or above.
- Good communication, interpersonal, and conflict resolution skills required.
- Strong study habits, time management skills, organization, goal setting, problem solving and multi-tasking skills are required.
- Flexibility and commitment.
- Ability to exercise independent judgement, take initiative and be creative.
- Cannot hold position while being a member of the Residence Life Staff.

**ACCOMMODATION**

The Community Standards Assistant is not required to live in residence to hold this position. If the Community Standards Assistant choose to live in residence they are required to complete and submit an application to live in residence for the upcoming academic year. They are obligated to pay the required fees for the accommodation. Whether living on or off campus, as an employee of Student Housing Services, the Community Standards Assistant is expected to be aware of their impact as role models for students and other staff members and demonstrate responsible behaviour as a member of the Guelph community.

**OUTSIDE EMPLOYMENT COMMENTS**

Due to the time commitment required by this position, it is advised that this person discuss any other extracurricular activities/employment with the Community Standards Officer.

**STATEMENT OF UNDERSTANDING**

The Community Standards Assistant must abide by the contract given to them once hired, indicating that they have read their Job Description and understand the duties, employment dates and expectations as set out by the Community Standards Officer, and those discussed during weekly meetings and training, and those documented in the *Residence Community Living Standards* and other Student Housing Services Policies.

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**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.