



| | |
|-------------------------|--|
| 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 2017). |
| REMUNERATION: | The hours expected of a Cluster Leader vary according to the needs of the community. Cluster Leaders will receive a stipend of \$2295/semester (under review) and are guaranteed a single room in residence. Cluster Leaders are responsible for covering their Residence fees and will pay a RLS Room Rate. |
| REPORT TO: | Cluster Leaders will report directly to the Manager Academic Learning Communities who will provide training, support and assistance in the execution of their responsibilities. |

POSITION SUMMARY

Cluster Leaders are senior students who are expected to act as mentors and offer support to students living in their assigned community. They provide a broad range of academic programming for their community. These activities are often carried out with the assistance of other campus agencies and serve to assist in students' academic endeavours. Cluster Leaders are expected to develop quality working relationships with their colleagues. Cluster Leaders are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth and development. The size and make-up of each Residence Life Staff team varies based on the unique characteristics of each building community. As such, the specific duties of a Cluster Leader may vary slightly on different teams.

RESPONSIBILITIES

A. COMMUNITY BUILDING AND SUPPORT

- Live in the assigned Residence Hall and serve as a resource to the students in your area as well as to the building as a whole.
- Establish, develop and maintain an open relationship with each member of your community, regularly interacting with each resident. Be alert to the academic needs of new students.
- Be available to residents regularly, particularly in the evenings and on weekends and provide information to them as to when you will be available.
- Counsel students on academic issues as expertise permits. Refer to appropriate resources as needed.
- Promote academics and lifestyle balance in the Residence.
- Be familiar with academic and personal services on campus and, utilize and refer students as required, with an understanding of ones own personal limits.
- Be an effective peer helper to students as appropriate and within your own personal limits.
- Encourage and support residents with their involvement with activities and on campus that support learning.
- Hold regular meetings with your cluster to address academic and transition issues (unless otherwise specified by your Manager ALC).
- CL's are expected to assist with lower level conflicts (e.g., noise complaints) and student stressors (e.g., missed exams, poor grades, academic decisions). CL's are required to report and assist in addressing lower level violations (e.g., noise violations) of the Residence Community Living Standards among the community at all times. CL's may encounter students in distress and are expected to call for assistance or provide referral to other resources. Training is provided regarding protocols for seeking assistance. In these instances, CL's are expected to follow protocols for seeking assistance.

B. TEAM DEVELOPMENT

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

C. PROGRAMMING

- Develop, market, and implement programmes within a specific academic program area, including:
 - Facilitate a minimum of 6 study sessions for 2 core courses each semester
 - Facilitate and disseminate information and services from the Learning Commons
 - Implement 2 student-faculty programmes involving instructors or teaching assistants each semester
 - Coordinate 2 discipline-specific programmes per semester
 - Coordinate 1 cross-discipline programme per semester
 - Create 1 passive academic program per month.
 - Monitor 3 two hour shifts in an Academic Drop-in Centre, per semester
 - In collaboration with ALCs coordinate, market, and implement a programming schedule and maintain a calendar of academic programming events in your community.
- Support hall and Campus-Wide programs throughout the course of the year.
- Facilitate and participate in new student orientation activities.
- Practice risk management when planning and implementing programmes.

D. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help residents understand relevant academic 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 the Residence Assistants and Academic Programmers in order to share information and collaborate.
- 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.

E. ADDITIONAL DUTIES

- Additional duties as assigned by the Manager ALC, or designate

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.