

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 of the Programming Office Staff vary according to the specifics of their job responsibilities. Programming Office Staff will be paid a stipend of \$2102 per semester (under review).
REPORT TO:	Programming office staff will report directly to the Residence Programme Coordinator who will provide training, support and assistance in the execution of their responsibilities.

POSITION SUMMARY

Programming Office Staff are expected to act as mentors and offer programming support to members of the Residence Life Staff. They are expected to assume responsibility for supporting a broad range of programming in the residences across campus. Three areas of responsibility for the Programming Office Staff are HUB coverage, Community Resource and Weekend Programming.

RESPONSIBILITIES

A. THE HUB – RLS PROGRAMMING RESOURCE MANAGEMENT

- Maintain office hours of 9 hours per week with a maximum of 15 hours per week
- Coordinate HUB sign out of equipment and resources
- Keep accurate inventory control of equipment, supplies and resources in the Programming Office and request supplies as needed.
- Keep programming files and databases up-to-date.
- Develop relevant programming resources to support RLS
- Produce a newsletter for RLS (weekly, The HUB n' Mail) providing programming and campus resources
- Maintain The HUB email account and website.

B. PROGRAMMING

- Facilitate campus wide programming initiatives. Organize and coordinate a team of RLS for each initiative.
- Develop and submit Programming Plans as requested by the Residence Program Coordinator (specifically for Campus Wide Programs). These should include:
 - Proposal of programmes and tasks and their completion dates
 - Needs of RLS and residents to be met
 - Proposed budgets to be approved by the Residence Programme Coordinator.
- Practice risk management when planning and implementing programmes.
- Present Programming-related sessions during Training and On-Going Training in consultation with RPC.
- Quickly plan, develop and distribute programs (active and passive) in response to situations on campus (hate crime, vandalism, major news events, thefts etc).
- Liaise with each other units on campus (partners such as Wellness, Student Life, Interhall, Athletics, CSA, College Governments, etc.) to determine and plan weekend activities.
- Be responsible for a minimum of one Weekend Program per semester.

C. CAMPUS PARTNERSHIPS AND COMMITTEES

- Act as a liaison with campus partners, helping to bring their programs into Residence.
- Sit on Campus committees as a Programming representative for Student Housing.

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 F17-W18 PROGRAMMING OFFICE STAFF

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.