

## SEMINAR FACILITATOR (Residence Education)

**Contract Period:** September 16 until April 18/2016

\*Dates subject to change

**Remuneration:** The hours expected of the Seminar Facilitator's vary according to the number of educational seminars required and/or other restorative education opportunities. The Seminar Facilitator's may facilitate 1-2 seminars per week and receive \$13.91-16.11/hour.

**Report To:** The Seminar Facilitators will report directly to the Community Standards Officer who will provide training, support and assistance in the execution of the Seminar Facilitator's responsibilities.

### Preamble

Student Housing Services strives to support learning and personal development throughout the residence experience and conduct process. Part of this support is through educational seminars or opportunities to learn about a particular subject/area and to engage in personal reflection. These seminars provide tools and skills to help students be successful in their residence communities, personal wellness and academic pursuits. Facilitators are upper year/graduate students with a background in personal coaching/counselling, psychology, health & wellness or adult learning, who will lead and facilitate small group sessions and seminars. Student Housing is facing the "Complexity challenge", where students are faced with multiple issues in multiple domains, or overlapping issues. In considering this "Complexity Challenge", facilitators of this entry level intervention strategy require a great deal of skill.

The role of the Seminar Facilitators is to act as a mentor and coach for residence students who have been identified to participate in a seminar or workshop. The Seminar Facilitators will assist participants to identify the sources of previous personal difficulties, set goals, gain an understanding of harms and repairs, guide reflection, and help to develop critical skills and awareness around key areas of success. Individuals are passionate and dedicated to student development and interpersonal relationships and also have a desire to explore their own learning and development. Seminar Facilitators are expected to demonstrate a commitment to Residence Life by working to enrich educational opportunities that contribute to individual student growth.

Outside of facilitating education seminars, Seminar Facilitators may also participate in various restorative practices which are coordinated by the Community Standards Office and Residence Life.

### Responsibilities

#### 1. Conduct and facilitate small group educational seminars for key awareness topics (e.g. Alcohol, Drugs, Choices and Conflict).

- Build a positive rapport and relationship with participants through effective mentorship and coaching;
- Assist participants to identify strategies for change and develop action plans for the future;
- Engage participants in awareness building, reflection and skill development activities;
- Ensure learning objectives of educational seminars/workshops are met;
- Ensure administrative requirements are met (e.g. assessment, participation record etc..).

#### 2. Interpersonal Communication

- Develop and maintain a strong helping/coaching relationship;
- Cultivate an understanding of the principles of Restorative Justice (ie. impact (harms) and possible repairs);
- Assist in building community connections and healthy relationships;
- Work collaboratively with other members of the Community Standards team and Residence Life.

#### 3. Knowledge and Awareness

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**Seminar Facilitator (Residence Education)**

- Be knowledgeable on key topic areas, trends (e.g. Drug culture and activities), restorative justice, helping/coping strategies, and learning methods;
- Recognize and identify unspoken difficulties (e.g. mental health issues, coping, stressors);
- Understanding of conflict resolution and alternative dispute resolution techniques;

**4. General**

- Attend all training sessions and meeting as requested;
- Participate, when appropriate, in facilitating restorative practices such as Circles within the residence system
- Engage in problem solving when/if difficulties arises;
- Maintain communication with Community Standards Officer as to potential problems, areas for improvement, challenges and successes;
- Uphold the mission and goals of restorative principles and community standards
- Additional duties as assigned by the Community Standards Officer.

**Qualifications**

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

- Excellent understanding of core helping/coaching strategies
- Exceptional skills in active listening, communication and conflict resolution
- An understanding of the residence or student first year experience
- At least six semesters of an undergraduate degree, preferably in counselling, psychology, social work, health or education related field
- Must be willing to work flexible hours, which may including weeknights
- Strong facilitation or teaching skills
- Understanding of personal wellness, mental health and University transition challenges
- Ability to exercise independent judgement, take initiative and be creative.
- Experience working with sensitive and confidential information

**Application Procedure**

Resumes will be collected via Student Housing Services, Maritime Hall or at [reslife@uoguelph.ca](mailto:reslife@uoguelph.ca) (**deadline April 29, 2015 or until filled**). Please provide both a resume and a cover letter to the Acting Associate Director Residence Life. Only candidates selected for an interview will be contacted. If you have any questions regarding this position, please contact extension 53478 or [reslife@uoguelph.ca](mailto:reslife@uoguelph.ca).