

<b>CONTRACT PERIOD:</b>	<b>Fall:</b> Beginning of Residence Life Staff Training (mid to late August 2019) until 24 hrs. after last scheduled exam (December 2019). <b>Winter:</b> Opening of residences until noon on check-out day (April 2020).
<b>REMUNERATION:</b>	The hours expected of a Senior Academic Leader vary according to the needs of the community, but will be approximately 22 hours per week. Senior Academic Leader will receive a stipend of \$4700.47 /semester (currently under review).
<b>REPORT TO:</b>	Senior Academic Leader will report directly to the Manager, ALC who will provide training, support and assistance in the execution of the Senior Academic Leader's responsibilities.

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### POSITION SUMMARY

Senior Academic Leaders are senior staff members who are expected to act as mentors and offer academic programming support to members of ALC. Senior Academic Leaders are expected to assume responsibility for supporting a broad range of academic programming in the residences across campus and to develop quality working relationships with their colleagues. Senior Academic Leaders 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 Cluster/Academic Leaders, Academic Programmers and other members of RLS in academic programming initiatives across campus, including being familiar with on-campus services and resources.
- Ensure that the academic programming plans are implemented as prescribed in the ALC mandate
- As requested, assist with the researching, designing, creating, coordinating, marketing and implementing of programmes and programming resources for use by ALC to meet academic needs.
- Support the Cluster Leaders in the development of their semester programming plans.
- Develop, market, and implement academic programs which will assist students in the ALCs as needed.
- Plan, implement and evaluate training and on-going training activities for the ALC in consultation with the Manager, ALC.
- Provide 3 staff teambuilding/social opportunities per semester.
- Collaborate with Academic Programmers to facilitate one major Campus-Wide Academic program per semester
- Facilitate and support new student orientation activities.
- Practice risk management when planning and implementing programmes.

#### B. TEAM DEVELOPMENT

- Serve as a resource to Cluster Leaders and Academic Programmers.
- Supervise the ALC staff and act as a mentor and role model to them.
- Implement bi-weekly one-to-one staff meetings with assigned Cluster Leaders
- Offer advice and suggestions to ALC in community management.
- Follow-up with ALC on any team dynamic issues that may arise and document and follow-up with the Manager, ALC appropriately.
- Offer advice and suggestions to the ALC in program development.
- Be aware of individual and group needs with in the ALC and address with the Manager, ALC.
- Facilitate weekly staff meetings.
- Encourage idea sharing, team building and a positive work environment amongst team-mates.

#### C. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help ALC 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 Cluster/Academic Leaders and Academic Programmers in order to share information, collaborate, and collect details about academic needs.

- Respond to weekly and programming logs of ALC staff.
- Implement ALC staff evaluations, under the direction of the Manager, ALC
- Ensure privacy is maintained with respect to residents' behaviour, incidents occurring in residence, and ALC team issues.
- Implement staff hiring for the upcoming year.

#### **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.