

Position: **Residence Life and Education Assistant (Durham Campus)**
Contract Period: August 18, 2022 – April 30, 2023 (8 month contract)
Reporting To: Residence Education Coordinator
Remuneration: \$14.35 per hour, up to 10 hours per week

Position Summary

The Residence Life and Education Assistant (RLEA) is a part-time student employee within Housing Services whose primary function is to enhance the educational experience for students living within the Trent University Residences on the Peterborough and Durham GTA campuses. The Residence Life and Education Assistant will assist with planning, facilitating, and providing administrative support in a number of areas including: the Residence Learning Model (RLM), the Living Learning Communities (LLC), providing support to the Residence Life Dons at the Peterborough Symons and Durham GTA campuses, and supporting additional Residence Life and Education projects, which include but are not limited to recruitment and orientation events, Student Staff Development Training, and Move In day. During peak times, the Residence Life and Education Assistant may assist with other departmental areas, including operations.

Contract Responsibilities

Residence Education (50%)

- Assist with annual revisions of and planning for the Residence Learning Model, Living Learning Communities including themed communities and Academic Clusters, and Residence Councils
- Develop and update resources such as the Facilitator Guides that assist with the Residence Learning Model, Living Learning Communities/ Academic Clusters, and community development in residences
- Regularly create passive educational campaigns to foster a safe, secure, and inclusive foundation for residence students' transition and development into and through university
- Under the direction of the Residence Life & Education supervisors, respond quickly to time sensitive issues in residence with educational planning to encourage conversation and learning amongst students in residence
- Develop learning experiences to engage students within the Trent University Residences, as per the Residence Learning Model
- Maintain and organize the Residence Education Office space to prepare for the new year implementing new methods to keep the space organized
- Promote and facilitate learning experiences to engage students within the Trent University Residences, as per the Residence Learning Model

Living Learning Communities (25%)

- With direction from Residence Education Coordinator (REC) and Occupancy Management Coordinator, take a lead on the Living Learning Community (LLC), including Academic Clusters, applications and admissions process for incoming students
- Communicate with prospective LLC/ Academic Cluster students regarding their LLC/ Academic Cluster application, outstanding requirements, and additional questions
- Complete appropriate documentation and administration through StarRez and other designated software, including, but not limited to emails, assessment, and LLC/ Academic Cluster reporting as needed
- Develop and maintain facilitator guides and resources to be used by LLC/ Academic Cluster Dons to assist them with community development in the LLCs/ Academic Clusters
- Create passive educational content for the LLCs/ Academic Clusters to foster engagement in the program
- Support the REC in developing August Training material for LLC / Academic Cluster Dons

Communication (10%)

- Respond to general inquiries at the Housing Services office front desk and over the telephone from students, parents, other University departments, and the community. This includes responding to numerous inquiries from students regarding the residences and Residence Life at Trent University.
- Under the direction of Housing Staff, maintain open communication with Campus Partners to facilitate events and program opportunities within Trent University Residences
- Maintain open communication with the Residence Education Coordinator through one-on-one meetings, weekly staff meetings and email/Microsoft Teams
- Maintain open communication and collaborate as necessary with fellow Residence Life and Education Assistants and various other student positions within Housing Services
- Monitor and respond to all email communication in the Residence Education shared email
- Under the direction of the Residence Life & Education supervisors, maintain open communication with campus partners to promote and/or facilitate events and program opportunities within Trent University Residences
- Through digital content on social media platforms, promote the development and implementation of various educational initiatives in residence, including the Living Learning Communities/ Academic Clusters and Residence Councils
- Coordinate summer communication with residence life and operations student staff through emails, newsletters, and blog posts

Administration (10%)

- With direction from the Housing Services Staff, facilitate the Residence Life Staff Training logistics, including, but not limited to facility and meal bookings, organizing supplies and materials, coordinating transportation, the drafting and production of related print materials, the administration of a program evaluation, and development of a Staff Training reference binder.
- Contribute to the update and production of Housing Services office documents and publications including the Residence Life Staff Manual, Living Learning Community agreements, literature, summer residence staff correspondence, and the various residence staff reporting tools
- Create and distribute resources and advertising materials as needed
- Track inventory and supplies in the Residence Education Office
- Complete regular scheduled office hours and submitting hours in VIP (Trent University Payroll program available to all employees through MyTrent)
- Complete all assigned administrative tasks
- Promote open relationships between students and Housing Services

Other (5%)

- Participates in staff meetings and trainings as required
- Upholds residence agreement and policies when necessary
- Be knowledgeable of emergency response procedures as required
- Attends Move In Day and assists with various tasks
- Assists with Move Out processes and various tasks
- Attend and assist in Open House and other recruitment days
- Other duties as assigned

Qualifications

- Previous experience as a Residence Life Staff at Trent University strongly preferred
- Background knowledge and experience in Residence Life and/or Student Services is considered an asset
- Excellent communication and interpersonal skills
- Familiarity with Microsoft Teams, Microsoft Office programs, Canva, and social media platforms is considered an asset
- Passionate about providing service to others
- Able to work independently and within a group

Conditions of Employment

- Maintain 3.5 credits per academic year to ensure maintained status as a full-time student
- Achieve and maintain a semester and cumulative minimum average of 67%
- Achieve and maintain good financial standing with the University
- Obtain a clear criminal record check, including vulnerable sector check
- Achieve and maintain a clear student conduct history with Housing Services and the University
- Responsible for all equipment issued to them during employment and will replace or pay damages for loss or failure to return any items

Statement of Declaration

The health and safety of students, staff, and guests in the residence is a paramount concern for Housing Services at Trent University. To provide such an environment, Housing Services employs various student staff (e.g. Residence Life Dons, Services Centre Assistants, etc.) who demonstrate superior capacity as a role model through compliance with expectations (e.g. Residence Standards, expectations documents, employment contracts, etc.); the ability to make independent decisions as a peer leader and support to students in need; and as a first responder in crisis situations (in applicable positions).

To ensure quality applicants, Housing Services will review the residence and campus history of all applicants, which includes, but is not limited to, behavioural, conduct, and employment history. Some positions must also meet an academic standard which is reviewed by Housing Services prior to, and throughout the course of, employment.

Applicants whose conduct concerns (i.e. violations of the Residence Standards) or employment history exceed the acceptable threshold will not be invited to interview. Based on the requirements of the job, if there is a bona fide concern with an individual's non-conduct related behaviors that might hinder the ability to meet expectations; a) an offer of employment will be conditional upon the applicant meeting expectations that ameliorate the concerns or b) an offer will not be made.

This job description reflects the principle job elements and does not list all responsibilities, skills, or working conditions associated with the position.