STUDENT JOB DESCRIPTION

Job Title: Residence Life and Education Assistant

Department: Housing & Conference Services

Supervisor Title: Education Coordinator

Last Reviewed: October 2026

JOB PURPOSE:

The Residence Life and Education Assistant (RLEA) is a part-time student employee within Housing & Conference 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 RLEA will assist with facilitating and providing administrative support in several areas including: the curricular learning model, interest and academic themed learning, providing support to Residence Life student staff in their role. The RLEA will support additional Housing & Conferences Services and Residence Life and Education projects, which include but are not limited to recruitment and orientation events, harm-reduction education during peak student events such as Head of The Trent, Halloween, and St. Patrick's Day, residence wide initiatives, and move in day.

KEY ACTIVITIES:

- Support the annual review and planning of the Curricular Model, including updates to facilitator guides, preparing learning event resources, and tracking tools.
- With guidance from professional staff, create and/or distribute passive educational campaigns that promote a safe, inclusive, and supportive residence environment.
- Implement proactive and responsive learning experiences aligned with the curricular learning model to engage residence students.
- Collaborate with the Education Coordinator and other campus stakeholders to deliver themed academic and interest-based programming.
- Identify and share opportunities from campus and community partners for collaborative programming, mentorship, volunteering, and student engagement that support the curricular learning goals and departmental values.

- Maintain regular communication with the Education Coordinator, Student Housing staff, and campus partners through meetings, email, and shared documentation.
- Support residence education communications, including office hours, shared email inquiries, newsletters, and blog posts.
- Assist with residence life staff training, including welcome resource packages and community preparation.
- Contribute to formal and informal assessments of program effectiveness.
- Perform other duties as assigned.

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Previous experience as a Living and Learning student staff member 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 in providing service to others
- Event, program, or workshop facilitation
- Able to work independently and within a group
- Willingness to work some evenings and weekends

CONDITIONS OF EMPLOYMENT:

- Maintain status as a full-time student
- Achieve and maintain a semester and cumulative minimum average of 67%
- Maintain good financial standing with the University
- Obtain a clear police record check
- Maintain a clear student conduct history with the University
- This is a primarily in-person position with occasional remote work availability.
- Successful candidates must be able to complete office hours at either the Peterborough or Durham campuses.
- Maintain confidentiality regarding student information and incidents.
- Trent University is committed to an inclusive and accessible work environment. Students requiring accommodation are encouraged to discuss their needs with their supervisor.