**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Co-ordinator,Student Life

**Job Number:** A-216

**NOC:** 4212

**Band:** 8

**Department:** Student Affairs, Trent University Durham GTA

**Supervisor Title:** Manager, Student Affairs, Trent University Durham GTA

**Last Reviewed:** April 30, 2019

**Job Purpose**

The Co-ordinator, Student Life under the direction of the Manager of Student Affairs - Durham campus, creates, organizes, promotes, and administers athletic programming, co-curricular activities, transitional programming, including orientations, at Trent University Durham GTA.

The Co-ordinator, Student Life, is responsible for the development, oversight and evaluation of programs for students to foster successful transitions, campus recreation, leadership and personal development that enhances the student experience and university engagement. They are also responsible for the development of targeted programming to under-represented demographics or students on the margins.

The Co-ordinator, Student Life plays a central role in student staff, leader, and volunteer training and development.

**Key Activities**

***Orientation and Transitional Programming:***

1. Takes the lead role in Orientation programming on campus, which includes academic, social and transitional activities. This may include but is not limited to Orientation Week, Summer Orientation and Winter Orientation.
2. Supervises and co-ordinates the online orientation support and connects all new TrentU Durham students with orientation leaders.
3. Develops targeted orientation programming to under-represented demographics or students on the margins, notably mature/transfer students, LGBTQ+ and students who self-identify as being from marginalized communities and experiences.
4. Liaises with Recruitment & Admissions, Durham campus Administration, Student Health and Wellness, First Peoples House of Learning, Trent Durham Student Association (TDSA), Durham Food Services, Academic Advising, Academic Skills, Library and other internal departments to maintain a unified message, schedule, programs and activities to all new students.
5. Develops Orientation Leader Captain selection criteria; appoints the selection committee which includes the Orientation Assistant and TDSA Vice President of Campus Life, and participates in the process.
6. Prepares all aspects of the orientation leader recruitment including the preparation of a marketing campaign, registration process, information session, and referrals from the campus community.
7. Develops and co-ordinates the Fall, Winter and Summer Orientation events schedule in consultation with Administration, Student Affairs, Trent Durham Student Association, Facilities, Faculty, Support Staff and all orientation student leaders.
8. Co-ordinates program bookings for all Orientation events including guest speakers, workshop facilitators, facilities and equipment for student activities.
9. Promotes all orientation events.
10. Recruits student volunteers for supporting events.
11. Reviews risk assessments of programs.
12. Chairs the Orientation committee including providing all meeting materials and follows up on Action Items from committee members.
13. Recruits campus community members to the Orientation committee including staff from Student Affairs, Administration, Faculty, Library, Facilities, TDSA and the student body.
14. Develops and/or supports other new student transition programming as required, in conjunction with Student Affairs staff.

***Leadership and Developmental Programming:***

1. Assists with planning for program development and implementation to support the retention of students at the University, develop student’s personal, academic, and leadership skills and equip students with the tools and knowledge to help themselves and their peers to succeed. Consideration of student needs, relevant student data and funding criteria inform programming.
2. Seeks out collaborative opportunities for program and activity delivery by working with campus stakeholders including the Trent Durham Student Association, Clubs, Student Health and Wellness, First Peoples House of Learning, Faculty, and Student Affairs.
3. Takes a lead role in delivering student life and campus programming. This may involve developing, implementing or assisting with programs geared toward the development and engagement of current students. Takes primary responsibility for the following programs:

*Leadership Program:* Provides leadership, and oversight of the TrentU Durham Leadership Program for all students at the University, and specifically targets supporting first year students. Implementation includes recruitment of participants; co-ordination of workshop series in collaboration with administration, Student Affairs, academic departments, and external partners; fund-raising and delivery; and participation in an annual leadership retreat.

*First Year Certificate:* Designs, implements, and coordinates a First-Year Certificate workshops series and curriculum specific to the academic, intrapersonal, and interpersonal developmental needs of direct from high school, transfer, under-represented demographics or students on the margins and mature students.

*Student Facilitation Training:* Assists in the training and supervision of student leaders to provide facilitation of various programs and events intended to improve student retention, enhance the student experience, and/or provide specific skills or interventions to students. Works with campus partners (Student Affairs, TDSA, etc.) to plan and implement programming that is deliverable by student leaders and student staff.

*Student Leader Training:* Develops, organizes and implements student leader training focusing on skills development, in order to increase student leader knowledge, capacity and effectiveness. Works closely with Student Affairs and Trent Durham Student Association (TDSA) in the development of leadership training.

1. Provide support and mentorship to student organizations in terms of their structure and operations.
2. Co-curricular Record (CCR) System:Responsible for maintaining the CCR for the Durham campus, and for marketing it campus-wide (to students, staff, and faculty). Develops educational programming to encourage the use of the system and integrate it into existing programs. Develops tools to assist students with translating co-curricular experience into effective language for job/graduate applications and interviews. Works with campus partners (Student Affairs, TDSA) to assess and improve the CCR. Tracks and evaluates CCR usage and effectiveness.
3. Academic Support/Mentoring:With the Academic/Career Advisors and Academic Skills Instructors, develops programming, communication and support for students’ academic success. Assists with implementing academic peer support and student retention programs. Develops and implements programming to engage and support under-represented or marginalized demographics of students.
4. Develops and implements volunteer outreach programs servicing community organizations in the Durham Region.

***Campus Recreation:***

1. Provides functional leadership, direction and oversight to the Campus Recreation program, intramural and extramural programs to ensure the delivery of diverse programs that encourage heightened participation, contribute to positive student life and develop a sense of community.
2. Oversees promotion and marketing of Campus Recreation Programs to ensure student participation including information booths on campus, social media platforms, and updates on website.
3. Chairs the Athletics Committee and includes partners from TDSA, Student Affairs, Faculty and Administration to design, develop and deliver appropriate programs to meet the dynamic needs of the student body.
4. Oversees planning, co-ordination and registration of extramural tournaments and campus recreation programs for the Durham campus.
5. Oversees material development for, assists in leading extramural team/coaches meetings, and practices as needed.
6. Ensures convenors are tracking and maintaining statistics of student participation of Campus Recreation programs.
7. Attends Campus Recreation events when necessary, to support convenors and coaches. This may require travel and occur outside of regular business hours (e.g. evenings and weekends).
8. Acts as a resource to athletics student staff to problem solve and trouble shoot on issues related to various programs and events.
9. Manages discipline problems with student participants.
10. Ensures that convenors complete ongoing equipment checks to ensure that Campus Recreation programs and activities have appropriate and safe equipment.
11. Enters data and maintains appropriate information in student co-curricular record system for campus recreation.

***Student Events and Support:***

1. Maintain regular hours for drop-in availability to students.
2. Respond to student inquiries and concerns directly through one-on-one and group meetings.
3. Provides referrals to students needing assistance with personal, academic or career concerns.
4. Provides leadership training and support to the TDSA, including event planning, risk management, conflict resolution, leadership skills, budget management and student representation. Has strong understanding of the importance of encouraging autonomy and independent decision-making among student leaders.
5. Actively promote all opportunities for student participation including academic, educational and social programs sponsored by Faculty, Trent Durham Student Association, Student Affairs, and the student body.
6. Assist with event bookings and communicate with all stakeholders to ensure facilities and supplies are available and set up for events.
7. Oversees booking and organization of space usage for all student based on-campus events.
8. Assist with events, such as graduate dinner, convocation, alumni events and public lectures.
9. Posts event information to programming events calendar and maintains internal communication regarding event bookings on campus.
10. Along with a TDSA representative, co-chair regular Programming Committee meetings including all campus stakeholders.
11. Chair the Student Initiative Fund committee, responsible for dispersing funds to student initiatives. Promote the fund to all students and student groups and track budget expenses and distribution of funds.
12. Identifies and facilitates alumni connections and encourages alumni involvement in campus life wherever possible.
13. Be knowledgeable of emergency response procedures and implement as required.
14. Uphold and enforce the University Policies and Procedures.

***Training/Presentations:***

1. In consultation with student leaders, develops and implements training for orientation leaders and orientation staff ensuring that core competencies such as inclusivity, conflict resolution, risk management, referrals and emergency response are included.
2. Works closely with the student staff and appropriate university departments to update and develop presentations for new student summer orientation for new students and parents.
3. Develops other training sessions and workshops for incoming students as required, in conjunction with student affairs and/or support staff. Such training can include bystander intervention, sexual assault prevention, safeTALK, alcohol/drug awareness etc.
4. Prepares training sessions for summer student staff working on campus including sessions on professionalism, AODA, risk management, worker safety and any other relevant sessions, which would assist new student staff as they prepare for their summer positions.

***Budget, Evaluation, and Assessment:***

1. Develops and manages the budget for orientation, leadership, pen pals, initiative fund, and student engagement each year including allocation and purchasing.
2. Tracks participation rates, retention and satisfaction for student life programs.
3. Completes follow-up consultation, review and evaluation including developing/distributing surveys, and compiling and analyzing data.
4. With Manager, Student Affairs Durham, establishes and implements assessment and short- and long-term goal setting of first-year transitional programming.
5. Files reports to the Manager, Student Affairs Durham on all activities and survey outcomes.

***Supervision:***

1. Seeks out opportunities to enhance diversity, equality and inclusion amongst the student staff.
2. Hires, trains and supervises a student staff member who works full time during the summer and part time during the Fall/Winter to prepare for Orientation, Leadership, Events, and any other programs that run during that time.
3. Hires, trains and supervises student staff members who work part-time during the Fall/Winter to run the Athletics program, Student engagement program, and events on campus.
4. Oversees and submits payroll for the student staff.
5. Supervises orientation leaders and captains who communicate with students during the summer months, and run activities and programs during Orientation.
6. Provide supervision via regular staff and one-on-one meetings, advisement and collaboration on program initiatives, and through role modelling.
7. Conduct regular evaluations of staff that ensures opportunities for student input and feedback and for staff development and performance management.

***Risk Assessment:***

1. Oversees the risk assessment process for all student run events throughout the year on the Durham Campus, which requires knowledge on the risk management process, the use of waivers for student events, and providing direction to student leaders as they organize and prepare their activities and events.
2. Meets regularly with clubs, groups, and student organizations to provide direction as they develop their activities and events and keeping safety and security of all students and attendees a priority.
3. Communicates with Risk Management, Administration, Security, Food Services, Trent Durham Student Association, Faculty, Student Affairs, Communications, and campus partners to provide them information about campus events.
4. Approves events submitted through the risk assessment portal, and provides detailed replies to groups to ensure their activities and events are secure and safe.
5. Runs training sessions for clubs, groups, and TDSA on the risk assessment and event approval process.

***Communications & Media:***

1. Working closely with Durham campus student affairs staff, ensure all relevant Durham campus student affairs webpages are up-to-date year-round.
2. Establishes communication plans for student, staff, and faculty to keep all stakeholders up-to-date on campus activities and encourage involvement.
3. Maintains aspects of the social media platforms (e.g. Facebook, twitter) related to programming with relevant and timely information, including important dates, event information, updates, and photographs.

***Resource Development/Research:***

1. Develops print and online orientation transition resources for Orientation events in co-operation with all contributing departments.
2. Develops and regularly updates the Orientation Manual, provided to all orientation leaders and staff/faculty/volunteers.
3. With Manager, Student Affairs Durham, undertakes long-term planning for campus community development and student success. Researches, develops and implements distinct programs, events and activities for the institution.

***Other Duties:***

1. Attends and supports events throughout the year conducted by other departments including Ontario Universities Fair, Open Houses, Convocation, etc.
2. Maintains discretion and confidentiality concerning files, sensitive issues, meetings, and interviews.
3. Represents University at community functions and events, as required.
4. Participates in departmental and other university committees, as required.
5. Must be able to work several weekends, evenings and overnights during, but not limited to, orientations, leadership retreats, recruitment events, athletic tournaments and other university sponsored activities.
6. 5% other duties as assigned.

**Education**

Honours undergraduate degree required; preference for graduate degree in related field such as higher education.

**Experience Required**

1. At least three years full-time experience in university student life programming, student support programming, student staff supervision.
2. Excellent interpersonal skills and written/spoken communication skills, tact, patience, and active listening skills. Excellent presentation skills and experience in developing and presenting programs related to a range of student academic and student life issues, including potentially sensitive issues such as sexual assault prevention, alcohol/drug awareness, suicide prevention, etc.
3. Familiarity with current research and best practices in co-curricular engagement, student retention, and student development. Demonstrated experience in student leader training and support, including supporting independent and autonomous student leadership. Demonstrated experience in supporting students in distress or in crisis, including appropriate referrals and follow-up.
4. Multicultural awareness, strong background in equity issues, ability to engage students, faculty, staff and alumni from a diverse range of demographics.
5. Excellent knowledge of the Microsoft Office Suite, web editing, and social media. Strong virtual communication skills. Experience and ability to design and produce online resources an asset.
6. An understanding of risk management protocol and event risk assessment.
7. Understanding of Freedom of Information and Protection of Privacy Act and its implementation.
8. Demonstrated understanding of university structures and decision-making.
9. Understanding of budgets, financial planning, and financial management.
10. Experience with research and assessment of student programming, student retention and student success.
11. High degree of enthusiasm, efficiency and organization.
12. Demonstrated ability to maintain confidentiality.
13. Some evening and weekend work required.
14. Must be able to lift and carry up to 20 kg