**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Residence Life Education Coordinator

**Job Number:** A-240

**NOC:** 4212

**Band:** 9

**Department:** Housing Services

**Supervisor Title:** Director, Housing Services

**Last Reviewed:** March 18, 2014

**Job Purpose**

The Residence Life Education Coordinator is responsible for the development and administration of the Living Learning Program at Trent University and for assisting in the management of programming requirements in Residence. Key roles include: establishment of collaborative goals for inter- and intra-college student life that challenge and support individual and community development, including student staff training; supervision and evaluation; emergency on-call responsibilities for residence; initiation and implementation of programs to promote student learning through partnerships with individuals and groups associated with the colleges and on and off- campus communities; research on Living Learning Programs in North America and how to better the program; promotion of active student learning through interaction with students and student groups. This position also oversees judicial responsibilities.

**Key Activities**

###### Living Learning Communities;

1. Co-ordinate annual selection process for LLC members, including recruitment, application process and placement.
2. Develop a working syllabus for each LLC with input and investment of the LLC Advisors, colleges, and LLC members.
3. Communicate with LLC Advisors as well as the LLC members over the course of the summer.
4. Develop and facilitate 4 LLC-wide meetings (2 per term) with educational outcomes.
5. Co-ordinate and facilitate a LLC-wide service learning trip first term and a LLC-wide retreat second term.
6. Create and implement a strategic plan which includes the LLC Alumni and interested students who live off-campus in the LLC Program through outreach, relationship building and active promotion of the program over the course of the year.
7. Co-ordinate/collaborate the Trick-or-Eat fundraiser in October.
8. Create and issue two LLC Newsletters per term to LLC members, College Heads and other departments who are invested in the LLC Program.
9. Outreach to faculty members at Trent to build relationships with LLC Program, LLC Advisors and students through collaboration and programming.
10. Actively promote all opportunities for student participation in college life including academic, educational and social programs sponsored by the college head, residence life staff, cabinets and student body.
11. Co-ordinate and facilitate the end-of-year LLC Showcase in March.

*Staff Supervision;*

1. Co-ordinate annual selection process for LLC Advisors, including recruitment, interviewing and placement.
2. Develop and implement summer training for LLC Advisors and in-service training throughout the employment term.
3. Provide supervision via alternating bi-monthly staff and one-on-one meetings, advisement and collaboration on program initiatives and through role modelling.
4. Conduct regular evaluations of staff that ensures opportunities for student input and feedback for staff and program development.

*Judicial Responsibilities;*

1. Responsible for implementation of the Charter of Student Rights and Responsibilities, and for Chairing the committee to review and update annually, including: receiving security reports and student complaints, investigating and adjudicating complaints, and imposing sanctions as set out in the Charter, which can include expulsion from the University.
2. Conducting informal mediation of complaints under the Charter and employing alternative dispute resolution techniques, where appropriate, to achieve the best outcomes for the University and the student.
3. Develop protocols and respond to reports and complaints concerning non-academic misconduct. Recruit and train the appeals panel, respond to all complaints and issue sanctions where necessary, advocate in support of decisions to the appeals panel
4. Actively promote all opportunities for student participation in college life including academic, educational and social programs sponsored by the College head, residence life staff, cabinets and student body.
5. Develop programming and training to communicate university and residence policies to students; mediate conflicts; facilitate community resolution of behaviour problems and conflicts, and refer students to the community review process as necessary.
6. Coordinate and facilitate the Peer Review Group to review student conduct cases and pass a verdict on recommendations put forward from the College Residence Life Coordinators.

*Colleges;*

1. Collaborate with College Heads and LLC Advisors by meeting with each of them on a monthly basis to keep lines of communication open and to discuss LLC programming for their corresponding LLC.
2. Encourages LLC collaboration with student College Cabinets, college staff, and college members in program development and delivery.
3. Co-ordinate programming with LLC Advisors and Faculty members for specific LLCs.

*College Residence Life Coordinators;*

1. Assist in the development, implementation and facilitation of summer training for Dons, in-service training and socials throughout the employment term.
2. Collaborate with and support CRLCs for College-wide residence programming.
3. Review, record and provide feedback on LLC Advisor programming reports over the course of the academic year.
4. Facilitate/coordinate one Programming focused in-service training session per term.
5. Be knowledgeable of programs being run on campus by Colleges, Student Governments, Peer Supporters/Mentors, Student Services and Office of Student Affairs, and provide informed advice to the Dons and LLC Advisors by suggesting programming ideas that are collaborative with these various divisions.

*Administration;*

1. Uphold the Residence Agreement and Policies.
2. Work with the Residence Assignments Co-ordinator to coordinate new members being placed in specific LLC Sections in each residence.
3. Submit payroll for the LLC Advisors (student staff).
4. Assume a regular on-call shift for the colleges on the Symons Campus.
5. Participate in departmental meetings and committees as required.
6. Assist in ISW (Introductory Seminar Week) through supervision LLC Advisors and activities; assist with additional orientation programs operated by the Registrar’s Office and Office of Student Affairs.
7. Assist College Heads in promotion of College activities and student awareness of programming options.
8. Be knowledgeable of emergency response procedures and implement as required.
9. Create and co-ordinate promotional materials for LLC Program to be used at Open Houses and other recruitment activities.
10. Update the LLC webpage; manage the LLC-wide Facebook group and other social media outlets.

**Education**

Honours University Degree (4 year); preference will be given to candidates with a graduate degree and/or with a focus in related fields including, but not limited to, Education.

**Experience Required**

* A minimum of two years’ experience in a leadership position in a residence environment is required.
* Excellent communication and interpersonal skills.
* Demonstrated ability to exercise judgement and use initiative in applying and interpreting a variety of procedures, policies, and practices.
* Good writing skills.
* Must be proficient in the use of computer applications such as intermediate level word processing, spreadsheets and database applications.
* Ability to work independently and as a team player.
* Demonstrated skills in, and commitment to, customer service and continuous improvement.
* Criminal Records Check (dated within the last 6 months) will be required as a condition of employment.
* Must be available weekends and evenings, and to be on-call 24 hours on a rotational basis.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

Student Employee(s)