**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** College Head

**Job Number:** A-265

**NOC:** 1226

**Band:** 9

**Department:** Colleges

**Supervisor Title:** Director, Colleges

**Last Reviewed:** April 29, 2014

**Job Purpose**

Provides leadership, student support, programming and activities to support the college community and identity.

**Key Activities**

1. Identifies key facets of their college’s identity, and implements intentional differentiation and specialization while ensuring consistent levels of student support/programming.
2. Hires, trains and supervises student staff, including ensuring appropriate responses and referrals to student enquiries. Such student staff positions include but are not limited to: College Life Facilitators, College Community Liaisons, and Summer College Ambassadors to provide frontline support and programming, peer support program and student retention co-ordinators, college communications agents, event co-ordinators, community and alumni outreach co-ordinators. Assists as needed with other student staff such as Orientation Week Co-chairs.
3. Implements programming, in conjunction with college cabinets, fellow college heads, academic advisors, academic skills instructors and other departments as appropriate. Programming includes student skills development, and prevention/early intervention programming to identify students at risk and to equip students with the tools and knowledge to help themselves and their peers to succeed. Educates students on issues such as sexual assault prevention, alcohol awareness, suicide prevention, etc. Attends college events and activities.
4. Chairs the College’s Advisory Council, consisting of student leaders, college staff and faculty partners. This committee advises on planning, budgeting and policies for the college.
5. Provides leadership training and support to the college cabinet, including event planning, risk management, conflict resolution, leadership skills, etc. Has strong understanding of the importance of encouraging autonomy and independent decision-making among student leaders.
6. With student co-chairs and Office of Student Transitions and Careers, plans and implements college programming for Orientation Week and other first-year transitional programming.
7. Provides individual student support and mentorship, particularly with respect to building a strong college community.
8. With the Academic Advisor and Academic Skills Instructor, develops programming, communication and support for students’ academic success. Assists with implementing peer support and student retention programs. Develops and implements programming to engage and support under-represented or marginalized demographics of students.
9. Develops and implements range of events and programs, including social and community events such as college dinners, guest speakers, student life skills and academic workshops, early intervention and training programs (e.g. sexual assault prevention, alcohol education, bystander intervention), and college-specific programming based on the individual college identity.
10. Establishes and maintains college events and programming calendar. Establishes communication plans for college members to keep them up-to-date on college activity and encourage involvement.
11. With Director of Colleges, establishes and implements goal-setting and assessment of college activities/programs.
12. With Director of Colleges, undertakes long-term planning for college community development and student success. Researches, develops and implements distinct programs, events and activities for their college.
13. Works with the Residence life Education Coordinator and the rest of the Residence Life team to support Living Learning Communities and their engagement with the broader college community.
14. With Director of Colleges and in consultation with College Advisory Councils, develops annual budget. Manages the College budget, including necessary purchases.
15. Liaises with the appropriate contacts (e.g. Physical Resources) to ensure that college facilities are appropriately supplied and maintained. Oversees space usage for all non-academic college space.
16. Identifies and facilitates faculty and staff connections to the college. Establishes regular contact with faculty through department and one-to-one meetings, to identify interests and facilitate links to the college. Collaborates with faculty, departments and other university divisions to identify, develop and implement programs and activities that enhance the academic and personal development of students in the college.
17. Identifies and facilitates alumni connections and encourages alumni involvement in college life wherever possible
18. Represents colleges on a range of university committees/planning groups, including those related to interdisciplinary course development, instructional support, undergraduate research, academic goal-setting, etc.

**Education** Honours University Degree (4 year) in a field related to Student Affairs required, Graduate Degree preferred.

**Experience Required**

* At least three years’ full-time professional experience in university student life programming, student support programming, student staff supervision.
* 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.
* 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.
* Multicultural awareness, strong background in equity issues, ability to engage students, faculty, staff and alumni from a diverse range of demographics.
* 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.
* Demonstrated understanding of university structures and decision-making. Strong understanding of, and commitment to, colleges’ history and potential.
* Understanding of budgets, financial planning, and financial management.
* Experience with research and assessment of student programming, student retention and student success.
* High degree of enthusiasm, efficiency and organization.
* Ability to maintain confidentiality.
* Some evening and weekend work required.