#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Residence Education Coordinator

**Job Number:** A-329 | VIP: 1360

**Band:** OPSEU- 9

**Department:** Student Housing

**Supervisor Title:** Assistant Director, Residence Life & Education

**Last Reviewed:** February 15, 2023

#### **Job Purpose:**

The Residence Education Coordinator (REC) is responsible for the development of educational experiences and programming within the Residences at Trent University. The REC is responsible for developing curriculum related to the Residence Learning Model, LLCs/Academic Clusters, and prevention education initiatives in residence. The incumbent regularly collaborates with campus stakeholders and serves as the primary contact for learning initiatives for students. As a member of the Residence Life and Education team, the incumbent coordinates a variety of special projects to assist with the education, recruitment, and retention of students in residence.

#### Key Activities:

##### Residence Education

1. In consultation with campus partners and other housing staff, develops, executes, and assesses the Residence Learning Model.
2. Drafts edits to the Residence Learning Model.
3. Serve as the primary contact for, and actively collaborates with, a variety of stakeholders to develop student learning and engagement opportunities within the residence community.
4. Distributes advertising material from a variety of campus partners to the residence life and education student staff.
5. Be knowledgeable and communicate to Residence Life and Education student staff regarding campus activities, events, and programming options to encourage student attendance.
6. Develop materials and learning experiences for use by others.
7. Lead their peers to create initiatives to increase student learning, retention, and satisfaction.
8. Understand needs and trends within the residential communities.
9. Assess the effectiveness of learning initiatives in residence.
10. Directly hires, trains and supervises the Residence Life & Education Assistants (RLEA); meeting regularly to provide guidance, direction & feedback.
11. Supervises BSW and Nursing placement students to mobilize wellness and health promotion education in residence.

##### Residence Learning Communities

1. Develop and support Living Learning Community and Academic Cluster curriculum and learning goals in relation to the overall Residence Learning Model.
2. Enhance current and develop future living learning communities with the desired outcomes of student satisfaction, learning, recruitment, and retention.
3. Collaborate with faculty to develop and implement outcomes-based programming/initiatives in living learning communities and academic clusters.
4. Coordinate the student application and acceptance processes for Living Learning Community and academic cluster students.
5. Research, assess and review the effectiveness of living learning communities and academic clusters, making program development as required.
6. Liaise with Student Housing staff to create recruitment strategies that highlight the benefits of Living Learning Communities.

##### Prevention Education

1. Collaborates with the Area Coordinator to gather data, trends to inform and develop curriculum for educational initiatives and preventative based programming to address emerging trends in student wellness and conduct.
2. Collaborate with campus partners, to assist in developing and delivering prevention and awareness programming in residence (i.e. student wellness, sexualized violence, alcohol and substance use, harassment, etc.).
3. Maintain current knowledge of legislation, policies, and best practices with regard to wellness and prevention programming.

##### Administration & Special Projects

1. Under the direction of the Assistant Director, Residence Life & Education, assist in identifying special projects.
2. Coordinate and execute special projects in Student Housing as identified.
3. Coordinate assessment & administrative duties related to the special project.
4. Maintains the core competencies for student staff in the Residence Life & Education team.
5. Liaise with campus partners regarding special projects.
6. Document and update department databases and processes related to the special project.
7. Approve and track program budgets for Living Learning Communities, Residence Education Office and Staff Training & Recruitment.
8. Maintain confidential human resource files in accordance with institutional policy.
9. Assist with the student move-in and move-out processes.
10. Participate in departmental meetings as required.
11. Other duties as assigned.

#### Education Required:

* Master’s Degree required with a focus in a related field including, but not limited to, Education.

#### Experience/Qualifications Required:

* Two years of related experience in a professional role.
* Experience working in a residence life program using a curricular approach to learning.
* Excellent communication and interpersonal skills.
* Demonstrated ability to exercise judgement and use initiative in applying and interpreting a variety of procedures, policies, and practices.
* Excellent writing and presentation 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.
* Must be available weekends and evenings.

#### Supervision:

* Supervise and direct the activities of 5 student employees as well as BSW placement students.