STUDENT HOUSING SERVICES

CONTRACT PERIOD:	**Fall:** Beginning of Residence Life Staff Training (mid to late August 2021) until 24 hrs. after last scheduled exam (December 2021) **Winter:** Opening of residences until noon on check-out day (April 2022)
REMUNERATION:	The hours expected of an Academic Programmer vary according to the needs of the students in their ADC community, but will be in the range of 10-12 hours per week. Academic Programmers will receive a stipend of $2685.00/semester (under review).
REPORT TO:	Academic Programmers will report directly to the Manager, ALC who will provide training, support and assistance in the execution of the Academic Programmer's responsibilities.

POSITION SUMMARY

Academic Programmers as senior staff, are expected to act as mentors and offer academic programming support to members of the Residence Life Staff. Academic Programmers are expected to assume responsibility for supporting a broad range of academic programming in the residences across campus. As returning Residence Life Staff members, Academic Programmers are expected to develop quality working relationships with their colleagues. Academic Programmers are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth.

RESPONSIBILITIES

A. PROGRAMMING

- Act as a resource for RLS in academic programming initiatives across campus, including being familiar with on-campus services and resources.
- Develop, market, and implement academic programmes, including:
  - Monitor student transitional academic needs and respond by offering services in the Academic Drop-in Centre, as required
  - Contact Campus Partners and facilitate their participation in offering their services in the Academic Drop-in Centre
  - Schedule the other ALC team members for their hours working in the ADC
  - Take at least 2 shifts in the ADC per week
  - Take at least 3 hours coverage in the Hub per week
  - Arrange for extra Study Hall sessions in the ADC on the nights prior to big Saturday midterms
  - Collect a list of midterms for large first-year course and share with RLS
  - Prepare and implement various levels of marketing for the ADC
  - Update bulletin boards once a month
  - Completing other tasks as outlined in the AP Manual
- Present Programming-related sessions during Training and On-Going Training in consultation with the Manager, ALC.
- Support hall and Campus-Wide programs throughout the course of the year.
- Practice risk management when planning and implementing programmes.
- As requested, assist with the researching, designing, creating, coordinating, marketing and implementing of programmes and programming resources for use by RLS, and especially ALC, to meet academic needs.

B. TEAM DEVELOPMENT

- Attend weekly team meetings for APs and ALC.
- Attend regularly scheduled 1-on-1s with the Senior AP, and the ALC Manager as needed.
- Participate in team socials.
- Encourage idea sharing, team building and a positive work environment amongst team-mates.

C. OFFICE MANAGEMENT

- Keep accurate inventory control of academic equipment, supplies and resources in the Academic Drop-in Centre and request supplies as needed.
- Update a semester programming and ADC participation calendar as needed.

D. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help ALC understand relevant academic policies and procedures, schedule of dates, and sources of academic assistance.
- Communicate regularly with the Manager, ALC and Senior Academic Leader through weekly logs, meetings, drop-ins, email, voicemail and other documentation as required.
- Communicate regularly with RLS in order to share information, collaborate, and collect details about academic needs.
- Use online resources through the RLS CourseLink page such as StarRez software to properly and promptly document incidents, and online logs to record programmes.
- Ensure privacy is maintained with respect to residents' behaviour and incidents occurring in residence.

F. ROLE MODELLING

- Role model appropriate personal behaviour and academic success at all times.
- Understand and role model the *Residence Community Living Standards*.

STATEMENT OF DECLARATION

The health and safety of students, staff, and guests in the residence is a paramount concern for Student Housing Services (SHS). To provide such an environment, SHS employs various staff (e.g., Residence Life Staff [RLS], Guest Table Staff, Duty Staff, etc.) who demonstrate, through selection and performance management measures, superior capacity (a) as a role model, through compliance with expectations (i.e., Residence Community Living Standards [RCLS], Job Description, RLS Code of Conduct, and Employment Contract); and (b) to make independent decisions as a para-counselor to students in need and first-responder in crisis situations (in applicable positions).

In order to ensure quality applicants, SHS will review the residence history of all applicants, which includes, but is not limited to behavioural, conduct, and employment (some positions also must meet an academic standard). Applicants whose non-academic misconduct (i.e. violation of RCLS) or employment history are deemed to be above the acceptable threshold will not be invited to the interview phrase. An applicant's behavioural history (i.e. personal wellness, mental health) is reviewed by a non-hiring manager at point of offer. Where there is a bonafide concern with an individual's behavioural history (based on the requirements of the job) an a) offer of employment will be conditional upon the applicant meeting specified expectations that ameliorate the concerns or b) an offer will not be made. Students on Residence Probation are ineligible to apply for SHS staff positions.