



## **SEMINAR FACILITATOR (Residence Education)**

**Contract Period:** 2022-2022 Academic Year (September 2021-April 2022)

\*Dates subject to change

**Remuneration:** The hours expected of the Seminar Facilitator varies according to the number of educational seminars required and/or other restorative education opportunities. The Seminar Facilitator may facilitate 1-2 seminars per week and receive \$16.00/hour (under review).

**Report To:** The Seminar Facilitator will report directly to the Residence Behaviour and Wellness Manager who will provide training, support and assistance in the execution of the Seminar Facilitator responsibilities.

### **Preamble**

Student Housing Services strives to support learning and personal development throughout the residence experience and conduct process. Part of this support is through educational seminars or opportunities to learn about a particular subject/area and to engage in personal reflection. These seminars provide tools and skills to help students be successful in their residence communities, personal wellness and academic pursuits. Facilitators are upper year/graduate students with a background in personal coaching/counselling, psychology, health & wellness, criminal justice, or adult learning, who will lead and facilitate small group sessions and seminars.

The role of the Seminar Facilitator is to act as a mentor and coach for residence students who have been identified to participate in a seminar or workshop. The Seminar Facilitator will assist participants to identify the sources of previous personal difficulties, set goals, gain an understanding of harms and repairs, guide reflection, and help to develop critical skills and awareness around key areas of success. A Seminar Facilitator is expected to demonstrate a commitment to Residence Life by working to enrich educational opportunities that contribute to individual student growth.

Outside of facilitating education seminars, a Seminar Facilitator may also participate in various restorative practices which are coordinated by the Residence Behaviour and Wellness Manager and Residence Life. It is possible for an incumbent to hold both the Seminar Facilitator and Community Standards Assistant position.

### **Responsibilities**

#### **1. Conduct and facilitate small group educational seminars for key awareness topics (e.g. Alcohol, Drugs, Choices and COVID-19).**

- Build a positive rapport and relationship with participants through effective mentorship and coaching;
- Assist participants to identify strategies for change and develop action plans for the future;
- Engage participants in awareness building, reflection and skill development activities;
- Ensure learning objectives of educational seminars/workshops are met;
- Ensure administrative requirements are met (e.g. assessment, participation record etc..).

#### **2. Interpersonal Communication**

- Develop and maintain a strong helping/coaching relationship;
- Cultivate an understanding of the principles of Restorative Justice (ie. impact (harms) and possible repairs);
- Assist in building community connections and healthy relationships;
- Work collaboratively with other members of the Community Standards team and Residence Life.



### **3. Knowledge and Awareness**

- Be knowledgeable on key topic areas, trends (e.g. Drug culture and activities), restorative justice, helping/coping strategies, and learning methods;
- Recognize and identify unspoken difficulties (e.g. mental health issues, coping, stressors);
- Understanding of conflict resolution and alternative dispute resolution techniques.

### **4. General**

- Attend all training sessions and meetings as requested;
- Participate, when appropriate, in facilitating restorative practices such as Circles within the residence system
- Engage in problem solving when/if difficulties arises;
- Maintain communication with Residence Behaviour and Wellness Manager as to potential problems, areas for improvement, challenges and successes;
- Uphold the mission and goals of restorative principles and community standards
- Additional duties as assigned by the Residence Behaviour and Wellness Manager.

### **Qualifications**

In order to be considered for this position, applicants are strongly encouraged to meet the following criteria:

- Excellent understanding of core helping/coaching strategies
- Exceptional skills in active listening, communication and conflict resolution
- An understanding of the residence or student first year experience
- At least six semesters of an undergraduate degree, preferably in counselling, psychology, social work, criminal justice, health or education related field
- Must be willing to work flexible hours, which may include weeknights
- Strong facilitation or teaching skills
- Understanding of personal wellness, mental health and University transition challenges
- Ability to exercise independent judgement, take initiative and be creative.
- Experience working with sensitive and confidential information

#### **ACCOMMODATION**

The Seminar Facilitator is not required to live in residence to hold this position. If the Seminar Facilitator chooses to live in residence they are required to complete and submit an application to live in residence for the upcoming academic year. They are obligated to pay the required fees for the accommodation. Whether living on or off campus, as an employee of Student Housing Services, the Seminar Facilitator is expected to be aware of their impact as role models for students and other staff members and demonstrate responsible behaviour as a member of the Guelph community.

#### **STATEMENT OF UNDERSTANDING**

The Seminar Facilitator must abide by the contract given to them once hired, indicating that they have read their Job Description and understand the duties, employment dates and expectations as set out by the Residence Behaviour and Wellness Manager, and those discussed during weekly meetings and training, and those documented in the *Residence Community Living Standards* and other Student Housing Services Policies.

#### **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).



## JOB DESCRIPTION F21/W22 Seminar Facilitator (Residence Education)

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 phase. 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.