



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 a Senior Academic Programmer vary according to the needs of the ALC team, but will be approximately 22 hours per week. Senior Academic Programme will receive a stipend of \$4700.47/semester.
REPORT TO:	Senior Academic Programme will report directly to the Manager, ALC who will provide training, support and assistance in the execution of the Senior Academic Programmer's responsibilities.

POSITION SUMMARY

The Senior Academic Programmer is a senior staff member who is expected to act as mentor and offer academic programming support to the Academic Programmers of the ALC team. The Senior Academic Programmer is expected to assume responsibility for supporting a broad range of academic programming in the residences across campus and to develop quality working relationships with their colleagues. The Senior Academic Programmer is expected to demonstrate a commitment to Residence Life by working to create a sense of team that contributes to individual growth of the Academic Programmers. Living on-campus is recommended for this role, but not required.

RESPONSIBILITIES

A. PROGRAMMING

- Act as a resource for Cluster/Academic Leaders, Academic Programmers (AP) and other members of RLS in academic programming initiatives across campus, including being familiar with on-campus services and resources.
- Ensure that the academic programming plans of the APs are implemented as prescribed in the ALC mandate
- As requested, assist with the researching, designing, creating, coordinating, marketing and implementing of programmes and programming resources for use by APs to meet academic needs.
- Support the Academic Programmers in the development of their semester programming plans.
- Develop, market, and implement academic programs, as needed.
- Plan, implement and evaluate training and on-going training activities for the Academic Programmers in consultation with the Manager, ALC.
- Work with the Senior Academic Leaders to provide 4 staff teambuilding/social opportunities for ALC members per semester, averaging 1 event per month.
- Collaborate with Academic Programmers to facilitate one major Campus-Wide Academic program per semester
- Practice risk management when planning and implementing programmes.

B. OFFICE MANAGEMENT

- Maintain a minimum of 10 office hours in the Hub per week, planning AP activities
- Keep accurate inventory control of academic equipment, supplies and resources in the Programming Office and request supplies as needed.
- Update a semester programming calendar as needed.
- Provide coverage for the Academic Drop-in Centres at least 3 times per semester.

C. TEAM DEVELOPMENT

- Serve as a programming resource to Academic Programmers and Cluster Leaders.
- Supervise the Academic Programming and Academic Cluster Leader staff and act as a mentor and role model to them.
- Implement bi-weekly one-to-one staff meetings with Academic Programmers and Academic Cluster Leaders
- Facilitate weekly AP staff meetings for the first half of the fall semester, and bi-weekly meetings, thereafter
- Attend weekly ALC team meetings, offering advice and suggestions to the ALC in program development.
- Participate in the Hub Programming Office Staff meetings, thereby providing a conduit of information from the POS to the APs, and vice versa.
- Encourage idea sharing, team building and a positive work environment amongst team-mates.



D. COMMUNICATION & ADMINISTRATION

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help Academic Programmers understand relevant academic policies and procedures, schedule of dates, and sources of academic assistance.
- Communicate regularly with the Manager, ALC through weekly logs, meetings, drop-ins, email, voicemail and other documentation as required.
- Communicate regularly with Academic Programmers in order to share information, collaborate, and collect details about academic needs.
- Respond to weekly and programming logs of AP staff
- Implement ALC staff evaluations, under the direction of the Manager, ALC
- Ensure privacy is maintained with respect to residents' behaviour, incidents occurring in residence, and ALC team issues.
- Implement staff hiring for the upcoming year.

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 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.