

**CONTRACT PERIOD:**

**Fall:** Beginning of Residence Life Staff training (mid August 2025) until 24 hours after last scheduled exam (December 2025).

**Winter:** Opening of residences (January 2026) until noon on final check out day (April 2026).

**REMUNERATION:**

The hours expected of a Senior Cluster Leader vary according to the needs of the community.

Senior Cluster Leaders will receive a stipend of \$8000.00\*/year (under review) and a Residence Life Staff (RLS) Meal Stipend (valued at the cost of the Basic Food Dollars of a Minimum sized meal plan for the academic year - \$4200.00\* for 2024-2025).

Senior Cluster Leaders will also receive a stipend for participation in August Residence Life Staff training. This stipend is commensurate to time spent at training. For the 2024-2025 year, the training stipend was approximately \$1150.00\*. *Note: The length of the training period for August 2025 may differ from the length of the training period for 2024.*

Senior Cluster Leaders are responsible for paying their Residence fees and will pay a standard RLS Room Rate regardless of building assigned. This rate is equivalent to the lowest single room type rate for 2025-2026. The residence room rate for 2024-2025 was \$9,420.00\*. Senior Cluster Leaders are guaranteed a single room in residence.

**\*All amounts above are under review.** Finalized room rate and stipend amounts for the 2025-2026 contract year will be communicated in summer 2025.

**REPORT TO:**

Senior Cluster Leaders will report directly to the designated supervisor who will provide training, support, and assistance in the execution of the Sr. CL's responsibilities.

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**POSITION SUMMARY**

Cluster Leaders are senior staff members who have the same responsibilities as a Cluster Leader and additional responsibilities as mentors to other team members. They have responsibility for community building among the Academic Cluster Leaders and guiding larger scale academic programming. Senior Cluster Leaders are responsible for disseminating information from the University community and providing information about their community and Senior Section to their designated supervisor. Senior Cluster Leaders and Senior Academic Programmers are to have a close working relationship to ensure good communication. Senior Cluster Leaders are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth and development. The size and make-up of each Residence Life Staff team varies based on the unique characteristics of each building community. As such, the specific duties of a Senior Cluster Leader may vary slightly on different teams.

## RESPONSIBILITIES

### A. COMMUNITY BUILDING AND SUPPORT

- Live in the assigned Residence Hall and serve as a resource to the students in your area as well as to the building as a whole.
- Establish, develop and maintain an open relationship with each member of your community, regularly interacting with each resident. Be alert to the academic needs of new students.
- Maintain a collaborative relationship with the Residence Assistant(s) in your community, as well as the other RLS members in the building as a whole.
- Be available to residents regularly, particularly in the evenings and on weekends and provide information to them as to when you will be available.
- Counsel students on academic issues as expertise permits. Refer to appropriate resources as needed.
- Promote academics and lifestyle balance in the Residence.
- Be familiar with academic and personal services on campus and, utilize and refer students as required, with an understanding of ones own personal limits.
- Be an effective peer helper to students as appropriate and within your own personal limits.
- Encourage and support residents with their involvement with activities and on campus that support learning.
- Hold regular meetings with your cluster to address academic and transition issues.
- Sr.CLs are expected to assist with lower-impact conflicts (e.g., noise complaints) and student stressors (e.g., missed exams, poor grades, academic decisions). CLs are required to report and assist in addressing lower-impact violations (e.g., noise violations) of the Residence Community Living Standards among the community at all times. Sr CLs may encounter students in distress and are expected to call for assistance or provide referral to other resources. Training is provided regarding protocols for seeking assistance. In these instances, Sr CLs are expected to follow protocols for seeking assistance.

### B. TEAM DEVELOPMENT

- Attend weekly Academic Learning Communities (ALC) and Residence Building staff meetings.
- Facilitate bi-weekly Senior Section meetings.
- Act as a mentor and role model to Senior Section members.
- Offer advice and suggestions to Cluster Leaders in programme development and community management.
- Provide leadership opportunities to CLs as the year progresses (i.e. lead Senior Section meetings and programmes).
- Follow up with CLs on any team dynamic issues that may arise and document appropriately.
- Organize opportunities for the team to socialize in a formal and informal setting.
- Encourage collaboration, idea sharing, team building and a positive work environment among team-mates.
- Be familiar with the importance of addressing and resolving conflicts in a positive manner and handling a variety of group dynamics in a team environment.

### C. PROGRAMMING

- Coordinate one large-scale Sr. Section academic program er semester based on the academic needs of the students.
- Coordinate one mock exam per semester based on the academic needs of the students in collaboration with Sr. Section.
- Ensure that Academic Support Centres (ASCs) have up-to-date passive academic programming each semester.
- Role model effective programming to ALC Team and involve the team/Senior Section in programming initiatives.

- Develop, market, and implement programs for a specific academic program area, including (subject to review):
  - Facilitate a minimum of 5 study sessions or SLGs for your Cluster each semester.
  - Implement 1 program involving instructors, program counsellors, or librarians each semester.
  - Implement 1 discipline-specific program per semester.
  - Create 1 academic passive academic programs per semester.
  - Staff the Academic Support Centre as scheduled (frequency TBD, approximately 6/semester for CLs and 12 per semester for Sr. CLs)
  - Monitor at least 2 exam study centres.
  - Support Sr. Section, hall, and campus-wide programs, including mock exams.
  - Facilitate and participate in new student orientation activities.
  - Contribute to calendars: building and campus-wide academic programming, exam schedule, mock exams, ASC themes, Cluster events, and disseminate campus-partner information regularly.
  - Practice risk management when planning and implementing programmes.

**D. COMMUNICATION & ADMINISTRATION**

- In collaboration with Sr. CLs and RLCMiT create Academic Support Centre schedule, first year exam schedule, and Academic Support Centre upkeep.
- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help residents understand relevant academic policies and procedures, schedule of dates, and sources of academic assistance.
- Communicate regularly with the Residence Assistants and Cluster Leaders to share information and collaborate.
- Ensure privacy is maintained with respect to residents' behaviour and incidents occurring in residence.
- Attend regular Senior RLS meetings (program planning/debrief) with your supervisor.
- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate regularly with your supervisor through weekly community reports, 1-on-1 meetings (bi-weekly at minimum), drop-ins, email, Teams, voicemail and other documentation as required to keep the designated supervisor updated on the community.
- Use online resources through the RLS Courselink page such as the StarRez software to properly and promptly document community interactions/incidents, and online reports to record programs and Academic Support Centre activities.

**E. ADDITIONAL DUTIES**

- Additional duties as assigned by the supervisor or designate

**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 Registration & Door 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, 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.