JOB DESCRIPTION F22-W23
PROGRAMMING OFFICE STAFF

CONTRACT PERIOD:	**Fall:** Beginning of Residence Life Staff Training (mid to late August 2022) until 24 hrs. after last scheduled exam (December 2022). **Winter:** Opening of residences until noon on check-out day (April 2023).
REMUNERATION:	The hours of the Programming Office Staff vary according to the specifics of their job responsibilities. Programming Office Staff will be paid a stipend of $2,990.67/semester (under review).
REPORT TO:	Programming office staff will report directly to the Residence Programme Coordinator who will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY

Programming Office Staff are expected to act as mentors and offer programming support to members of the Residence Life Staff. They are expected to assume responsibility for supporting a broad range of programming in the residences across campus. Three areas of responsibility for the Programming Office Staff are HUB coverage, Community Resource and Weekend Programming.

RESPONSIBILITIES

A. THE HUB – RLS PROGRAMMING RESOURCE MANAGEMENT

- Maintain office hours of 9 hours per week with a maximum of 15 hours per week
- Coordinate HUB sign out of equipment and resources
- Keep accurate inventory control of equipment, supplies and resources in the Programming Office and request supplies as needed.
- Keep programming files and databases up to date.
- Develop relevant programming resources to support RLS
- Produce a newsletter for RLS (weekly, The HUB n' Mail) providing programming and campus resources
- Maintain The HUB email account and website.

B. PROGRAMMING

- Facilitate campus wide programming initiatives. Organize and coordinate a team of RLS for each initiative.
- Develop and submit Programming Plans as requested by the Residence Programme Coordinator (specifically for Campus Wide Programs). These should include:
    - Proposal of programmes and tasks and their completion dates
    - Needs of RLS and residents to be met
    - Proposed budgets to be approved by the Residence Programme Coordinator.
- Practice risk management when planning and implementing programmes.
- Present Programming-related sessions during Training and Ongoing Training in consultation with RPC.
- Quickly plan, develop, and distribute programs (active and passive) in response to situations on campus (hate crime, vandalism, major news events, thefts etc.).
- Liaise with each other units on campus (partners such as Wellness, Student Experience, Interhall Council, Athletics, CSA, College Governments, etc.) to determine and plan weekend activities.
- Be responsible for a minimum of one Weekend Program per semester.

C. CAMPUS PARTNERSHIPS AND COMMITTEES

- Act as a liaison with campus partners, helping to bring their programs into Residence.
- Sit on Campus committees as a Programming representative for Student Housing.

In addition, Programming Office staff will be responsible for oversight on the following portfolios:

- **Media Coordinators** (2 positions):
  - Social Media content creation (1 person) – working closely with the RPC, the Programming Office Staff member will take point on social media by organizing the weekly post requests, posting and monitoring the social media platform(s) and creating engaging content for residence students such as contests and competitions.
  - Video and Print Media production (1 person) – responsible for creating timely and engaging videos for various projects to be used for social media, websites, and emails. In addition, will help create posters for upcoming programs and GIC boards. Lastly, will be responsible for creating Qualtrics surveys and helping support program data analysis.
- **HUB Coordinator** (1 position):
  - Takes lead on Hub (Programming Office) organization by maintaining and replenishing inventory and printing and organizing weekly poster distributions. In addition to, organizing Hub staff schedules for Fall & Winter semester and modified exam schedule. The coordinator will also help streamline team communications by sending pictures of the weekly GIC boards and monthly boards to senior staff. This portfolio will help support the Residence-Wide Program Coordinator.
- **Mental Health Coordinator** (1 position):
  - Takes lead on Resilience and all mental health initiatives in residence (SHINE Week events, Bell Let's Talk, Friday Night Programming, House Calls, bulletin boards, etc.); leads Wellbeing in Residence Student Committee with (A)RLM. In addition, will act as a liaison and will be expected to attend the University of Guelph Student Mental Health Committee.
- **Residence-wide Program Coordinator** (1 position):
  - Takes lead on most res-wide initiatives not captured in Athletics and Mental Health portfolios (RAIL, Roommate Gameshow, Manager Meet and Greet, Mock Midterms, etc.) In addition, will coordinate Phase 1 of Take a Paws (TaP). This includes scheduling student interviews, training TaP volunteers, coordinating on campus Tap visits with St. John's Ambulance, Therapeutic Paws of Canada and student volunteers. Lastly, this coordinator will be expected to co-chair the Athletic in Residence (AiR) student committee.

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.