First Year Experience Program 2020-2021:
Gold Leader Job Posting and Description

Job Title: Gold Leader
Hours of Work: Approximately 8 hours/week
Wage: $13.73/hour
Eligibility: Open to all students with at least one year of undergrad experience at STU
Application Deadline: August 3, 2020 at 11:59PM (ADT)

St. Thomas University (STU) is a place of community and connectedness for students, faculty and staff. The strength of STU's community stretches beyond its campus and can be fostered through online communities. Welcoming, including, and involving first year students into the community is an essential aspect of the first year experience. The First Year Experience Program is a new initiative created for first year students to experience a sense of belonging within the STU community and connect with peer mentors, faculty and staff, while studying remotely and being away from campus.

Gold Leaders will play an integral role in welcoming, supporting first year transition and building community for a Team of 20-25 first year students, while mentoring a Green Leader. Gold Leaders will be responsible for organizing consistent group and individual meetings, develop and promote group and campus-wide activities and maintain regular communication with members of their team. This position will work collaboratively and report directly to a Student Services or Residence Life staff member.

The position of a Gold Leader provides an exceptional opportunity to grow, learn and experience responsibility in an environment that allows for great enhancement of the university experience. This position does not require students to be onsite. All tasks will be administered via digital channels. Individuals selected to be Gold Leaders are those who have personal competency, as well as the capacity necessary for the development of helping skills. The position requires individuals to fulfill a number of roles, including, but not limited to:

- Role modeling for first year students and Green Leaders, particularly those on the Gold Leader's Team;
- Maintaining an awareness of individual and group needs and activities in their team;
- Organizing and delivering virtual and remote programming for first year students;
- Participating in the effective functioning of the First Year Experience Program administrative team;
- Collaborating with other Gold Leaders, Green Leaders, Student Services and Residence Life staff.

REQUIREMENTS

Applicants for the position of a Gold Leader must satisfy the following requirements:
- Have a full-time status as a St. Thomas University student with at least one year of university academic experience;
- Peer leadership experience preferred;
- A cumulative GPA of at least 2.7 in the term immediately prior to Gold Leader selection;

- Must be available to attend virtual synchronous training on Friday, August 28, 2020 and September 2, 2020.
- Strong ability to develop interpersonal relationships with others;
- Effective written and oral communication skills with residents, peers and supervisor;
- Demonstrate strong professionalism and recognition of workplace boundaries;
- Effective leadership and mentorship skills;
- Excellent ability to adapt and pivot with new challenge and changes;
- Excellent ability to work in a team environment;
- Strong time management skills;
- Effective conflict management skills.

These roles require the Gold Leader to perform a number of specific duties, including but not limited to:

A. ADMINISTRATIVE

- Organize and plan meetings with students via Zoom or Microsoft Teams;
- Keep track of participation from students for all events;
- Collecting and reporting Team points to supervisor;
- Keep direct supervisor informed of events/incidents on their team;
- Complete administrative forms (e.g. Gold Leader Weekly Report, Contact Logs, etc) in the timely manner as required by supervisor;
- Attend monthly team meetings online;
- Attend monthly 1on1 meetings with direct supervisor (Student Services or Residence Life professional).

B. ASSISTING STUDENTS

- Strive to develop a positive relationship with each student as best possible;
- Conduct synchronous 1on1 meetings with students bi-weekly (approx. 10-20 minutes per meeting);
- Document conversations with students;
- Be reasonably available to students to respond to asynchronous messages and questions from students;
- Refer students to appropriate resources when they indicate personal, social, academic, financial, or other concerns;
- Be alert and aware to the needs of all students on the team;
- Mediate conflicts within the team, when necessary;
- Develop a sense of community with all students in the group.

C. CONDUCT

- Know and observe University policies, including but not limited to the Policy on Non-Academic Misconduct, Policy on Sexual Violence and Residence Community Standards;
- Proactively educate and inform students on University policies;
- Document and report any incidents violating any University policies to supervisor.

D. FIRST YEAR EXPERIENCE PROGRAMMING

- Highly involved with Welcome Week initiatives;
- Host consistent Community Meetings for team;

- In collaboration with Green Leader, create synchronous and asynchronous activities for their team;
- Actively engage in Team forum;
- Support and assist the implementation of programs as directed by Student Services and Residence Life;
- Promote, encourage student participation and participate in virtual/remote campus-wide activities/events;
- Responsible for at least one campus-wide year-long activity.

E. TRAINING

- Complete asynchronous training on Moodle by August 27th, 2020;
- Attend synchronous training on virtual platform on Friday, August 28th, 2020 and Wednesday, September 2nd, 2020;
- Complete or attend additional training as required by Student Serves and Residence Life throughout the year.

F. PROFESSIONALISM & CONFIDENTIALITY

- Maintain a high level of professionalism as a representative of the University;
- Maintain a high degree of confidentiality in all program matters where such confidentiality is warranted. Breach of confidentiality is grounds for dismissal.

G. CONTRACT PERIOD

- All dates and times are tentative and subject to change
  - *Start Date: August 17th, 2020*
  - *End Date: April 17th, 2021*

H. PERFORMANCE MANAGEMENT

- The performance of Gold Leaders, both individually and as a group, is evaluated regularly by their direct supervisor. Formal and informal feedback will be provided consistently, with a midyear performance appraisal at the end of first semester. The extensive detail above is included to provide as clear an indication as possible of the University's expectations.

I. SUPPORT

- The objective of this program is to create an environment where first-year students and student leaders are given the opportunity to grow and develop. The University, as chiefly represented by the Assistant Director Residence Life, will provide any reasonable assistance and support requested by a Gold Leader in carrying out their duties. In addition to training and supervision, the direct supervisor will endeavour to ensure that the Gold Leaders are supported as a group and that the atmosphere in which they work is enjoyable and productive.

J. COMPENSATION

- Wage: Level 2 position
- Hours: Approximately 8 hours per week

APPLICATION PROCESS

Application deadline: Monday, August 3 at 11:59PM

1. Prepare Resume
2. Prepare 3-minute (max) video: Demonstrate how you would introduce and give instructions for a virtual icebreaker to your group.
3. Complete [Application Form](#)
   a. Fill out all questions
   b. Upload files (resume and video) to Application Form
   c. Provide 2 professional references

Please note: If you are also interested in applying for the Gold Leader position, you DO NOT need to fill out a second application form. You need to submit ONE application form for both positions.