

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

<b>Job Title:</b>	Green Leader
<b>Hours of Work:</b>	Approximately 4 hours/week
<b>Wage:</b>	\$12.17/hour
<b>Eligibility:</b>	Open to all students at St. Thomas University (STU) with at least one year of undergrad experience at STU
<b>Application Deadline:</b>	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 incoming 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.

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

The position of a Green Leader provides an opportunity to develop valuable leadership skills and various transferable skills. 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 fulfil a number of roles, including, but not limited to:

- Role modeling for first year students, particularly those on the Green Leader's team;
- Maintaining an awareness of individual and group needs and activities in the Green Leader's 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;
- Working collaboratively with Gold Leaders on the same team;
- Collaborating with other Gold Leaders, Green Leaders, Student Services and Residence Life staff.

**REQUIREMENTS**

Applicants for the position of a Green Leader must satisfy a number of requirements, which include the following:

- Having a full-time status as a St. Thomas University student with at least one year of university academic experience;
- A cumulative GPA of at least 2.7 in the term immediately prior to Green Leader selection;

- Must be available to attend 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;
- Strong ability to work in a team environment;
- Strong time management skills.

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

#### A. ADMINISTRATIVE

- Keep direct supervisor informed of events/incidents on their team;
- Consistent collaboration and communication with Gold Leader;
- Complete administrative forms (e.g. Green 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;
- In collaboration with Gold Leader, foster 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;
- Attend consistent Community Meetings for team;
- In collaboration with Gold 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.

#### E. TRAINING

- Complete asynchronous training on Moodle by August 27<sup>th</sup>, 2020;
- Attend synchronous training on virtual platform on Friday, August 28<sup>th</sup>, 2020 and Wednesday, September 2<sup>nd</sup>, 2020;
- Complete or attend additional training as required by Student Services 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 17<sup>th</sup>, 2020*
  - *End Date: April 17<sup>th</sup>, 2021*

#### H. PERFORMANCE MANAGEMENT

- The performance of Green 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 Green Leader in carrying out their duties. In addition to training and supervision, the direct supervisor will endeavour to ensure that the Green Leaders are supported as a group and that the atmosphere in which they work is enjoyable and productive.

#### J. COMPENSATION

- Wage: Level 1 position
- Hours: 4 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.