



St. Thomas University

RESIDENCE LIFE

JOB POSTING

Job Title:	Residence Coordinator – Summer Housing
Hours of Work:	Varies (Some evenings and weekends may be required)
Wage:	\$500 Credit Bursary and placement in a single room on Windsor Street starting May 1–August 16, 2022 (must move out of residence by August 16 at 8am) <i>Accommodations can be provided for April 22 – 30, 2022 if necessary</i>
Contract Period:	April 28-August 16, 2022 (contract ends on August 16 at 4:30PM)
Eligibility:	Open to all full-time (not graduating) students at St. Thomas University with demonstrated leadership experience
Application Deadline:	Monday, March 21 st , 2022 by 8:30AM AST

Job Description and Purpose of Position:

Reporting to the Assistant Director Residence Life and the Residence Supervisors, the Residence Coordinator (RC) Summer Housing is prominent and essential in the smooth operation of St. Thomas University's Windsor Street and Holy Cross summer residence community.

Therefore, the individual fulfilling this position must have a high degree of integrity, in addition to proficient leadership skills, and a commitment to residence life by promoting an environment with a sense of community that contributes to individual growth and harmonious group living.

The position demands that individuals fulfil a number of roles, including but not limited to:

- Know and observe University policies, including but not limited to Policy on Non-Academic Misconduct, Policy on Sexual Violence, Cannabis Policy and Residence Community Standards;
- Ensure residence files are complete and current;
- Ensure that master keys are kept safe;
- Serving as an advisor to students living in Windsor Houses and Holy Cross House;
- Report to the Residence Supervisors on a regular basis and informing them of incidents, activities, circumstances and conditions;
- Be the initial residence contact person in emergency situations, Community Standards and community concerns.

Requirements:

- Must have at least 1 year of demonstrated leadership employment experience with St. Thomas University;
- A cumulative GPA of at least 3.0 in the term immediately preceding employment;
- Must live in residence (866 D Windsor Street) for the duration of the position;

- Cannot be away from residence for more than 3 nights in a row and 12 nights for the duration of the contract;
- Be aware of and abide by Staff Code of Ethical Standards and Community Standards;
- Valid Workplace Standard First Aid and CPR certificate;
- Student financial account must be in good standing with the University.

Knowledge and Skills:

- Knowledge of St. Thomas campus, Residence Life and other university groups;
- Excellent oral and written communication skills;
- Demonstrate ability to work independently and in a team environment;
- Excellent time management and organizational skills;
- Demonstrate effective decision-making and problem-solving skills;
- Excellent interpersonal skills and pleasant demeanor;
- Excellent customer service skills;
- Strong attention to detail;
- Proficient in computer software, such as Microsoft Teams, Microsoft Word, Excel and e-mail.

Job Functions:

- Ensure administrative documents are completed fully and current (e.g. check-in/out forms, room changes, etc.);
- Conduct bi-weekly virtual and/or in-person house checks meetings with residents in each house on Windsor Street;
- Conduct weekly visits of Holy Cross house to ensure interaction with students and general check of spaces for cleanliness;
- Address and document behaviours contrary to the Community Standards, including COVID-19 specific policies and Public Health guidelines;
- Develop a reasonable pattern of virtual and in-person availability for students;
- Establish consistent communication method with students;
- Consistently monitor Windsor RC email account;
- Carry and respond to Windsor RC phone;
- Organize at least one virtual or in-person social community development opportunity for all students per month;
- Supervise and delegate all aspects of reporting unsafe conditions, damages, and maintenance problems to University Facilities Management;
- Provide Residence Life Office with additional support throughout the summer (approximately 2 hours per week);
- Maintain a high degree of confidentiality in all residence matters, where such confidentiality is warranted. Breach of confidentiality is grounds for dismissal.

Please email Cover Letter & Resume to residencelife@stu.ca.

Please indicate clearly in your email the title of the position you are applying for.

Only students selected for an interview will be contacted.