

Living Learning Community Leader

Number of Positions: 2

Department: Residence Life

Email Address: resjobs@yorku.ca

Number of Hours per Week: 15 hours/week

Hourly Rate of Pay: \$16.00/hour plus 4% vacation (subject to change)

Duration: August 21, 2023 – April 26, 2024

Job Description

York University Residence Life is committed to providing an educational experience to all students living in residence. York University residents will engage in transformative experiences that foster empathy, compassion, belonging, and a commitment to the enrichment of their communities and one another.

Living Learning Community Leaders (LLCLs) are live-in full-time students in good academic standing who have maintained a minimum 5.0 cumulative grade point average. Priority will be given to qualified applicants with practical leadership experience. Living Learning Communities (LLCs) are themed educational communities consisting of approximately 40 residents who have opted into additional learning about a specific theme (e.g., Sustainability, Well-Being). Under the supervision of the Residence Life Coordinator (RLC), each LLCL is responsible for supporting the implementation of the LLC Program for their assigned community; this responsibility includes facilitating educational programming, engaging in learning conversations, hosting weekly engagement hours, assessing LLC Program implementation, etc. LLCLs cannot have other employment or extra-curricular activities that interfere on a regular basis with fulfilling the responsibilities of the job (15 hours/week).

LLCLs hold a position of authority in the residences, and it is expected that they will set a positive example by ensuring their conduct is in keeping with residence policies and that they act in a manner appropriate for a role model. Through their work in Residence Life, LLCLs advance the Division of Students' strategic priorities.

The LLCL role provides an on-campus job opportunity for eligible York University undergraduate students. LLCLs receive opportunities to work in a support role while developing valuable, relevant skills and work experience for the workplace. The role offers a learning and development opportunity for experiential on-the-job training, guidance, and mentorship.

Competencies

Through this role, a Living Learning Community Leader will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Relationship-Building
3. Personal Success
4. Social Responsibility
5. Knowledge Acquisition and Application
6. Problem-Solving
7. Collaboration
8. Customer Service

Organizational Status

This position reports directly to a Residence Life Coordinator and works in cooperation with Housing & Conference Services and campus partners.

Work Performed – Basic Duties and Responsibilities

Administrative

- Lives in the assigned residence building;
- Assists with move-in/out and room/suite inspection procedures;
- Submits reports to the RLC in a timely fashion;
- Follows up in an efficient and timely manner to requests from residents, campus partners, and members of the Residence Life Management Team (RLMT);
- In consultation with the RLC, develops a budget and manages the finances for any programs they are responsible for coordinating;
- Coordinates the logistics, including request forms, booking facilities, equipment, and resources required for various programs assigned to them for implementation;
- Understands their responsibilities as an employee under the Occupational Health and Safety Act and fosters a culture of health, safety, and well-being in residence;
- Attends all scheduled Residence Life Staff meetings and scheduled meetings with Residence Life Management.

Behaviour & Community Management

- Reads and is familiar with the Residence Handbook, Code of Student Rights and Responsibilities, Residence Emergency Procedures, and any other material distributed by the RLMT and Housing that pertains to residence and Residence Life;

- Acts as a positive role model by committing to and maintaining a level of conduct which is an example of responsible behaviour, academic leadership, acceptance of diversity, and dedication to the betterment of the Residence and University communities;
- Works collaboratively with campus partners (Housing, OSCR, Security, etc.) to help enforce the Undergraduate Residence Occupancy Agreement and assist with the communication, dissemination of information, and educating of residents with respect to important health, safety, and other policies and procedures of the University;
- Maintains a strong presence and a high level of visibility and accountability to the students within their assigned area, recognizing the importance of being available during evenings and weekends;

Residence Curriculum & Community Development

- Implements the Residence Curriculum as outlined by the LLC Educational Plan (e.g., intentional conversations, educational programs) and directed by the Residence Life Management Team;
- Assesses all LLC educational programs in consultation with the RLC;
- Hosts weekly engagement hours during which LLC participants can interact with the LLC;
- Engages in intentional conversations with LLC participants on a regular basis;
- Supports the Community Engagement Don and/Residence Council in planning and implementing events;
- Initiates, organizes, promotes, and participates in Residence Life and University activities;
- Participates in the creation of a programming agenda/calendar with other members of the Residence Life team;
- Participates in the organization and implementation of University recruitment and marketing initiatives (e.g., Fall Campus Day and Spring Open House);
- Actively promotes student engagement and leadership opportunities in residence, the College, and the greater campus community;

Hiring/Training

- Attends all training as specified throughout the job duration;
- Assists with the Residence Life Staff selection and hiring processes;
- Participates in staff recruitment, including the Residence Life Staff recruitment processes.

Building Operations

- Assists with move-in/out, holiday closure, and room/suite inspection procedures.

Team Development

- Works as a team player by focusing on consistency, communication, and support;
- Encourages idea-sharing, team development, and fostering a positive team environment
- Addresses and resolves conflicts in a positive manner and while handling group dynamics in a team environment;
- Participates in team socials and retreats;

Advising & Peer Helping

- Develops appropriate relationships with residents to ensure approachability and the creation of a cohesive community. Romantic/sexual relationships with residents are strongly discouraged and in some cases prohibited (e.g. students within the assigned Living Learning Community);
- Maintains contact on an ongoing basis with each of the students in the assigned LLC;
- Communicates with Dons, the RLC, students, Housing, and the College on a regular basis;
- Acts as a resource person to residents for academic, personal, physical, or emotional difficulties they may be encountering and provides referrals to other campus/external partners (Security, SCLD, Human Rights, OSCR, etc.) as appropriate;

Other duties as assigned by the Residence Life Coordinator, Residence Life Manager, and/or Assistant Director, Residence Life (ADRL).

Qualifications

Education and Experience

- Previous experience living in a York University undergraduate residence is considered an asset
- Current York full-time, senior undergraduate with a good academic record (a minimum 5.0* cumulative grade point average or better; we encourage applicants from diverse programs of study)
- A good understanding of the assigned Living Learning Community theme
- Valid CPR C/Standard First Aid certificate is required (training will be offered for those without a current certificate)
- Incumbents must have completed a minimum of 18 credits over the previous F/W session and commit to remain enrolled in a minimum of 18 credits while in residence
- *Considerations for extenuating circumstances are subject to the approval of the ADRL

Skills and Qualifications

- Demonstrated effectiveness in program development, promotion, and coordination
- Event and activity planning experience
- Proven organizational skills, effective written and oral communication skills
- Responsible and detail-oriented
- Ability to manage time effectively and to be self-directed
- Well-developed interpersonal skills and the ability to work well with others
- Strong interpersonal skills (mediation and conflict resolution)
- Good judgment
- Ability to work well both independently and as a member of a team
- Strong communication skills
- Ability to interact effectively with a diverse student community
- Willingness to work flexible hours
- Demonstrates, shares, and lives our divisional values: Respect, Excellence, Innovation, Collaboration, Accountability, Care, and Inclusion

Personal and Professional Development

As part of their Residence Life experience, Living Learning Community Leaders will be asked to participate in Becoming YU – a program designed to support them in creating meaningful goals and objectives, recognize the value of their experiences, identify the leadership and career competencies they gain through these experiences, and confidently articulate their skills and experiences, whether it's for a future job or further education opportunity. Throughout their experience they will have the opportunity to meet regularly with their RLC Coach to set goals and objectives, report and reflect on their progress, and get valuable feedback.

Student Learning Components

Orientation, Training, and On-going Professional Development

- Residence Life Staff have the unique opportunity to learn, practice, apply, and hone a wide range of skills that may enhance their personal, academic, and professional lives. Residence Life Staff are encouraged and powered to bring forward their lived experiences and academic knowledge to buttress the extensive training and development program offered by Residence Life. Tasked with supporting York University's residents' development, wellness, and safety, Residence Life Staff can expect to engage in practices and knowledge from the fields of education, social work, public administration, and public health. Given that Residence Life Staff positions are developmental opportunities, the Residence Life Management Team works closely with staff to develop professional development strategies to support post-residence life success.
- Living Learning Community Leaders will receive training in the following areas*:

- Respect, Equity, Diversity, and Inclusion (REDI) Tutorial; WHMIS Level 1; Residence-specific topics; Health and Safety; AODA; Privacy and Confidentiality; Active Bystander training; Budget Management; Community Development; Diversity training; Technical programs such as eRezlife software; Emergency Response; Event planning; Mental Health; Code of Student Rights and Responsibilities; Safety and Security; Sexual Violence; Supporting International students; and time management.

*Training topics are subject to change.

Feedback, Ongoing Support, and Reflection

- Residence Life Coordinators will provide support and guidance to LLCLs throughout the duration of their employment. During this period, the Residence Life Coordinator will work with the LLCL to develop a plan that maximizes their strengths and supports them in their areas of development;
- Residence Life Staff are required to adhere to their relevant contracts and job descriptions, as well as, Residence Life, Housing Services, and institutional policies, protocols, and mandates in their capacity as a York student and employee. Failure to adhere to such conditions will result in follow-up by a member of the Residence Life Management Team and in accordance with the Residence Life Progressive Performance Management Process; The Residence Life Progressive Performance Management Process is a process which a Residence Life Coordinator identifies an area of development and create a plan to correct behaviour. Failure to meet the expectations outlined in the plan may result in punitive measure that include termination;

Networking and Mentorship Opportunities

- Opportunity to work alongside professional staff in Residence Life
- Opportunity to interact with students/residents with diverse backgrounds
- Opportunity to establish relationships with student services campus partners
- Opportunity to learn about the Residence Curriculum and build relationships with Residence staff
- Opportunity to learn about and participate in York activities and events
- Opportunity to serve as a role model to residents within residence

Contribution to York as a whole

- Opportunity to increase inclusion through education and active events focused on social justice topics
- Opportunity to strive for excellence in building a connected residence community

How to Apply

Visit <http://reslife.yorku.ca/get-involved/> for instructions on how to apply. Only candidates selected to participate in the Residence Life Staff hiring process will be contacted.