

Residence Services Assistant

2023-2024

\$16.00 / hour (subject to change)

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.

The Residence Services Assistant reports to the Residence Life Coordinator (RLC). Residence Services Assistants are primarily responsible for supporting Residence Life's community safety and customer service strategy. Residence Services Assistant work with Residence Life Staff and Security Watch Officials (SWOs) to help create and promote a safe and secure residence environment that is inclusive to a diverse community. Residence Services Assistants are expected to set a positive example by ensuring their conduct is in keeping with University and residence policies and act in a manner appropriate for a role model.

The Residence Assistant role provides an on-campus job opportunity for eligible York University undergraduate students. Residence Services Assistants receive opportunities to work in a support role while developing valuable, relevant skills and work experience for the workplace. Under the guidance of professional staff members (Residence Life Coordinators), Residence Services Assistants will provide support to students living in residence.

Competencies

Through this role, a Residence Services Assistant 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 the Residence Life Coordinator and works in cooperation with Housing & Conference Services.

Work Performed – Basic Duties and Responsibilities

Administrative

- › Maintains equipment rental system in accordance with the Residence Services Assistant manual;
- › Submits end of shift reports as per established timelines;
- › Submits academic schedule to Residence Services Assistant – Team Leader for scheduling;
- › Is responsible for the proper use and storage of confidential lists, duty keys, and other equipment;
- › Maintains confidentiality when handling student information and reports concerns to the RLC;
- › Ensures that the Residence Services Station is kept in an orderly fashion and that all electronics, rentals, binders, and supplies are placed in the appropriate locations at the end of each shift;
- › Communicates with Residence Services Assistants, other Residence Life staff, the RLC, and students on a regular basis;
- › Attends monthly Residence Services Assistant staff meetings.

Building Operations

- › Communicates via maintenance requests and follows up on facility concerns, damages, and maintenance problems with the Housing Office;
- › Encourages students to take responsibility for the cleanliness and maintenance of the residence;
- › Takes necessary remedial actions for urgent after-hours maintenance situations per standard operating procedures to mitigate health, safety, and/or security risks (e.g., notifying Don on Duty).
- › Maintains the cleanliness of the Residence Services Station, helping to ensure a safe working environment;
- › Completes scheduled recycling shifts;
- › Checks that residents have left the main residence common room/kitchen clean at the end of each shift.

Customer Service

- › Provides professional and consistent customer service students, staff, and visitors entering residence;
- › Accurately directs students to Residence Life, Housing Services, and University information and resources;
- › Helps students problem-solve issues within the scope of the Residence Services Assistant responsibilities or as directed by Residence Life Management;
- › Refers complex cases to Don on Duty for guidance;
- › Implements resident late check-in protocol.

Community Safety & Guest Services

- › Signs guests in and out within the guidelines expressed in the Residence Community Standards, Residence Handbook and the Guest Policy. Ensures that all relevant information is collected and recorded in the assigned behaviour management system;
- › Monitors the entering and exiting of individuals and ensures Residence Community Standards are abided by;

Residence Curriculum & Community Development

- › Engages in practices that build, promote, and maintain an inclusive residence community for students, guests, and staff;
- › Promotes and supports elements of the Residence Curriculum;
- › Develops appropriate relationships with residents to ensure approachability and the creation of a cohesive community;
- › Acts as a resource person for students experiencing difficulties and refer them to the Don on Duty or Residence Life Management Team;
- › Assists in the development and maintenance of policies and procedures.

Behaviour & Community Management

- › Reports student behavioural issues within the assigned behaviour management system;

- › Promotes building security and expectations for personal and community safety through policy enforcement, as well as developing a positive working relationship with Residence Dons and Security Watch Officials;
- › 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 community.

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.

Hiring & Training

- › Participates in all required training sessions;
- › Reads and is familiar with the Residence Services Assistant manual, Residence Handbook, Code of Student Rights and Responsibilities, Residence Emergency Procedures, and any other material distributed by Residence Life and Housing for residents/Residence Services Assistants.

Other duties as assigned by the Residence Life Coordinator; Residence Life Manager; Assistant Director, Residence Life; and/or their designates.

Qualifications

Education and Experience

- › A full-time, undergraduate or graduate* student who is in good academic standing and commits to remain enrolled in a minimum of 18 credits
- › Valid Emergency First Aid with CPR-B certificate is required (training may be offered)
- › Incumbents must not have any significant behavioural infractions or incidents reported
- › Customer service, service excellence and leadership experience are assets
- › A good understanding of student issues and concerns

*Any full-time graduate student who receives a funding package must obtain approval from the Faculty of Graduate Studies before accepting a Residence Services Assistant position.

Skills and Qualifications

- › 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
- › Ability to respond to emergencies in a calm and professional manner
- › 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
- › Customer service, service excellence
- › Demonstrated commitment to the values of the Division of Students: Care, Collaboration, Accountability, Respect, Innovation, Excellence, and Inclusion
- › Eligible for residence, receives and accepts a residence offer (separate process); during employment lives in residence

Job Duration

Residence Services Assistant will be employed from August training until the Undergraduate Residence Occupancy Agreement Occupancy end date, which is typically in late April. Job duration includes orientation week, weekends, and holidays. Residence Services Assistant are responsible for shifts from 1:00pm to 12 midnight. Residence Services Assistant must be

available to work a minimum of one shift per week. Timing and involvement with recycling shifts will be coordinated with the RLC and other Residence Services Assistant staff. Shift schedules are subject to change.

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.
- Residence Services Assistant will receive training in the following areas*:
 - Respect, Equity, Diversity, and Inclusion Tutorial; WHMIS; Health and Safety; AODA; Privacy and Confidentiality; Residence Community Standards; Technical programs such as eRezlife software; Emergency Response; Safety and Security; Facilitating Meetings; and Team Building and Recognition

*Training topics are subject to change.

Feedback, Ongoing Support, and Reflection

- › Residence Life Coordinators will provide support and guidance to Residence Services Assistants throughout the duration of their employment. During this period, the Residence Life Coordinator will work with the Residence Services Assistant 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 and Residence Services Assistant identify an area of development and create a plan to correct behaviour. Failure to meet the expectations outlined in the plan may result in punitive measures 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 serve as a role model to residents within residence

Contribution to York as a whole

- Opportunity to strive for excellence in building a connected residence community