Residence Life Summer Assistant

Number of positions: 2
Department: Residence Life
Email Address: resjobs@yorku.ca
Number of Hours per Week: 34 hrs/wk
Hourly Rate of Pay: $14.00/hr + 4% vacation pay
Duration: May 1, 2019 – August 31, 2019 (TBC)
Related Field: Education, Administrative Support, Marketing

These positions are contingent on the receipt of Work/Study program funding. If Residence Life does not receive funding the positions may not be filled and offers may be withdrawn.

1. Job Description
Residence Life Summer Assistants (RLSA) provide support with respect to several Residence Life projects. They assist with the development, planning, and implementation of Residence Life student staff training and residence orientation. There are two positions and duties as outlined below may be assigned to a specific RLSA or shared.

Work Study Student Program
The Work Study Student program provides on-campus job opportunities for eligible York University undergraduate students.

Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship.

Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.

Competencies
Through this role, Residence Life Summer Assistant will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Knowledge Acquisition and Application
   a. Demonstrating Information or Communication Technology Proficiency
   b. Reading, Understanding and Evaluating Information
   c. Processing Information
5. Critical Thinking and Problem Solving
Organizational Status
This position reports directly to a Residence Life Coordinator and may work in cooperation with campus partners such as: Student Success Centre, Student Counselling and Development, and the Office of Student Community Relations.

Work Performed – Duties and Responsibilities

Training Support
- Assist in finalizing the training outline, program content, training schedule, and implementation plan for all Residence Life Staff (RLS) training (e.g., summer online training, August training, and academic year training) under the guidance of Residence Life Leadership Team (RLLT)
- Coordinate logistics for the training programs including: booking facilities, equipment and resources, catering, training materials, transportation, supplies, etc.
- Assist with the development, preparation, delivery, and implementation of student staff and volunteer training and orientation programs
- Assist with logistics for Emergency Preparedness training (e.g., First Aid, ERW, WHMIS) and online training (e.g., AODA, Workplace-Violence, eChug, REDI)
- Assist with the development of publications and content (e.g., newsletters)
- Provide support to Residence Life staff in the delivery of training programs

Program Support
- Help advance First Year Experience programs and initiatives in residence
- Assist with projects related to York’s Housing Strategy and Residence Life projects under the Division of Students’ strategic plan
- Assist with enhancements to residence-wide special programs, e.g., orientation, First 8 Weeks.
- Assist in Residence Orientation event planning (e.g., logistics, program), attend YODA meetings, liaise between YODA and RLLT Orientation Committee
- Develop resources to assist Residence Dons in community building and residence curriculum initiatives
- Create content and updates for the Residence Life website, social media, etc.
- Consult on and update/develop documents, e.g., training manuals
- Assist with logistical tasks related to program delivery
- Assist with the inventory and replenishment of first aid kit and ERW supplies
- Order uniforms for student staff
- Other tasks as assigned

2. Qualifications

Education and Experience
- Current York student in at least second year of undergraduate studies
- Eligible to be hired under the work-study program (http://sfs.yorku.ca/employment/workstudy)

Required Skills and Qualifications
- Demonstrated effectiveness in program development and coordination
- Organizational skills, effective written and oral communication skills
- Responsible and detail oriented
- Strong problem solving skills
- Ability to manage time effectively and to be self-directed
- Well-developed interpersonal skills and the ability to work well with others
• Willingness to work flexible hours
• Demonstrated commitment to the values of the Division of Students: care, collaboration, accountability, respect, innovation, excellence and inclusion.

Other Position Details
• Third year of undergraduate studies or above is an asset
• Program development experience an asset
• Experience living in residence is preferred
• Experience as a Residence Life staff is valuable

3. Personal and Professional Development
The Summer Student program provides on-campus job opportunities for eligible York University undergraduate students. Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship.

Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.

As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support you in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it’s for a future job or further education opportunity. Throughout your work/study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and get valuable feedback.

4. Student Learning Components
Orientation, Training, and On-going Professional Development
• RLSA will receive training in the following areas:
  o Respect, Equity, Diversity, and Inclusion Tutorial
  o WHMIS Level 1
  o Health and Safety
  o AODA
  o Privacy and Confidentiality

Feedback, Ongoing Support, and Reflection
• The RLC will provide feedback to the RLSA on an ongoing basis, highlighting challenges and successes

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

Contribution to York as a whole
• Opportunity to contribute to the achievement of departmental goals within Residence Life
5. How to Apply

- Visit http://reslife.yorku.ca/get-involved/ to complete an application.
- Students must complete or revise their Student Financial Profile online at www.yorku.ca/sfs in order to apply for this position. Be sure to select and complete the Work/Study Program section. In accordance with the Work/Study program, applicants must be Canadian citizens, permanent residents, or protected persons, and be a full-time York student that demonstrates financial need, and is in good standing with OSAP.
- Only candidates to be interviewed will be contacted.