Chair, Residence Life Peer Review Board

Number of Positions: 1
Department: Residence Life
Email Address: resjobs@yorku.ca
Number of Hours per Week: 5 - 8 hrs/wk
Hourly Rate of Pay: $14.00/hr + 4% vacation pay
Duration: October 1, 2019 – April 24, 2020
Related fields: Administrative Studies, Education, Criminology, Law

Job Description
The Chair, Peer Review Board (PRB Chair) is responsible to the advisor(s) of the Peer Review Board for assisting with the administrative tasks associated with the operation of the PRB, which serves as a panel for hearing alleged violations of the Code of Student Rights and Responsibilities and/or Residence Handbook involving students residing in a York University undergraduate residence. In addition, this position will serve as the chairperson for one to two board meetings per week. Position may have limited hours depending on Peer Review Board case volume especially during the fall term and exam periods.

Competencies
Through this role, the PRB Chair will have opportunities to develop and enhance specific skills in the following competencies:

1. Communication
2. Interpersonal Connections
3. Personal Success
4. Social Responsibility and Community Engagement
   a. Demonstrating Cultural Competence
   b. Staying Up-To-Date with Current Affairs/Issues
5. Critical Thinking and Problem Solving
6. Knowledge Acquisition and Application
   a. Interpreting and Applying Specific Legislation, Policies and Best Practices
   b. Reading, Understanding and Evaluating Information

Organizational Status
This position reports directly to the Residence Life Peer Review Board advisor(s) and works in cooperation with the Office of Student Community Relations.

Work Performed: Basic Duties and Responsibilities
- Attend and participate in mandatory training held by the PRB advisor(s)
- Send correspondence to residents that are requested to appear before the PRB
- Schedule student cases to be heard with the assistance of the PRB advisor(s)
- Maintain conduct files for ongoing cases
- Provide students with procedural information
- Chair hearings approximately once per week (depending on PRB case volume)
- Work with the PRB advisor(s) to clarify the Board’s recommendations
- Assist the Board advisor(s) with recruitment and training of PRB members
- Other tasks as assigned by a Peer Review Board advisor(s).

Qualifications

Education and Experience
- Current York undergraduate or graduate student (we encourage applicants from diverse programs of study)
- Preference will be given to those with experience living in residence at York, and with minimum of one year Board experience
- Eligible to be hired under the work-study program (https://sfs.yorku.ca/work-study-programs)

Skills and Qualifications
- Must have proven organizational skills, effective written and oral communication skills
- Must be responsible and detail oriented
- Must have well developed interpersonal skills and the ability to work well with others and independently
- Demonstrated leadership skills required
- Willingness to work flexible hours
- Glendon Chair must be bilingual in French and English
- Keele Chair should demonstrate commitment to the values of the Division of Students: care, collaboration, accountability, respect, innovation, excellence and inclusion

To avoid actual or perceived bias to the greatest extent possible, students who serve in (1) elected executive roles in student organizations (e.g. The York Federation of Students, the Graduate Students Association, and College Councils) or (2) students who are Residence Life Dons are not eligible for this position.

Personal and Professional Development
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.

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.

Student Learning Components

Orientation, Training, and On-going Professional Development

- The PRB Chair will receive comprehensive training in conjunction with OSCR on restorative justice, the Code of Students Rights and Responsibilities (CSRR), the CSRR process, how to chair a proceeding and writing formal communication letters.
- The PRB Chair will also receive training in the following areas:
  - Respect, Equity, Diversity, and Inclusion Tutorial
  - Health and Safety
  - AODA
  - Privacy and Confidentiality

Feedback, Ongoing Support, and Reflection

- The PRB Chair will work closely and directly with the PRB advisor(s) and meet on a monthly basis

Networking and Mentorship Opportunities

- Opportunity to work alongside professional staff in Residence Life
- Opportunity to interact with students/residents with diverse backgrounds
- Opportunity to learn about and participate in York Activities and events
- Opportunity to serve as a role model to other members of the board

Compliment Classroom Learning Opportunities

- Opportunity to conduct a formal judicial process which requires due process. This can be applied to a variety of fields of study such as law, legal studies, criminology, sociology, etc.

How to Apply

- Visit http://reslife.yorku.ca/get-involved/ for instructions on how to apply
- Only candidates to be interviewed will be contacted.