Residence Life Education Assistant

Number of positions: 5
Department: Residence Life
Email Address: resjobs@yorku.ca
Number of Hours per Week: 10 hrs/wk
Hourly Rate of Pay: $14.00/hr + 4% vac
Duration: September 3, 2019 – April 24, 2020
Related fields: Education, Administrative Support, Marketing

1. Job Description
The Residence Life Education Assistant (RLEA) advances resident education. The RLEA supports programs and initiatives within the Residence Curriculum fostering student learning, development and engagement. The RLEA focuses on resident personal development but also supports community development and academic initiatives in residence. The position assists the Residence Life Coordinator (RLC) in administrative tasks related to implementing the Residence Curriculum. The position may have reduced hours in December and April due to the exam period. The RLEA will typically focus their work in one or two York University undergraduate residences, one of which may reside in.

Competencies
Through this role, the Residence Life Education Assistant 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. Cultivating Community and Pride
   c. Staying Up-To-Date with Current Affairs/Issues
5. Knowledge Acquisition and Application
   a. Demonstrating Information or Communication Technology Proficiency
   b. Processing Information
6. Critical Thinking and Problem Solving

Organizational Status
This position reports directly to a Residence Life Coordinator and works in cooperation with student service campus partners such as: Student Success Centre, Student Counselling and Development, and the Office for Student Community Relations.
Work Performed – Basic Duties and Responsibilities

- Under the guidance of the assigned RLC will support Residence Life (including Residence Dons) in the implementation of the Residence Life Curriculum (e.g., First 8 Weeks, portfolio programs, and the Residence Spirit Cup);
- Liaise and coordinate with campus partners to provide programs and access to campus services to students living in residence;
- Develop promotional materials (e.g. social media content, posters) for educational opportunities in residence and promote these opportunities;
- Distribute approved printed and online materials that educate and promote opportunities;
- Develop passive programming that fosters student learning with a focus on the creation of bulletin board displays, passive displays and online content;
- Regularly update bulletin boards;
- Assist the RLC in administrative tasks supporting the implementation of resident education;
- Organize the Programming Resource Centre and ensure supplies are adequately maintained;
- Attend, assist and at times lead building-wide educational programming;
- Assist with program delivery logistics and assessment;
- Regularly meet with the RLC and attend Residence Life staff meetings as needed;
- Other tasks as assigned by Residence Life.

2. Qualifications

Education and Experience

- Lives in a York University undergraduate residence
- Current York student (we encourage applicants from diverse programs of study)
- Eligible to be hired under the work-study program (https://sfs.yorku.ca/work-study-programs)

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
- Willingness to work flexible hours
- Demonstrated commitment to the values of the Division of Students: care, collaboration, accountability, respect, innovation, excellence and inclusion

3. 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.

4. Student Learning Components

Orientation, Training, and On-going Professional Development

- RLEA will receive training in the following areas:
  - Respect, Equity, Diversity, and Inclusion Tutorial
  - WHMIS Level 1
  - Health and Safety
  - AODA
  - Privacy and Confidentiality

Feedback, Ongoing Support, and Reflection

- The RLC will provide feedback to the RLEA 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
- Opportunity to learn about the Residence Curriculum and build relationships with Residence Dons
- 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
- Opportunity to strive for excellence in building a connected residence community

5. How to Apply

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