1. Job Description
The Residence Life Project Assistant (RLPA) works with Residence Life staff to provide support on a variety of projects and programs undertaken by the Residence Life department.

Competencies
Through this role, the Residence Life Project 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
5. Knowledge Acquisition and Application
   a. Demonstrating Information or Communication Technology Proficiency
   b. Reading, Understanding and Evaluating Information
   c. Processing Information
6. Critical Thinking and Problem Solving

Organizational Status
This position reports directly to a Residence Life Coordinator unless otherwise specified and may work in cooperation with campus partners such as: Student Success Centre, Student Counselling and Development, and the Office for Student Community Relations.

Work Performed: Basic Duties and Responsibilities
- Help advance Residence Curriculum initiatives including the residence first year experience
- Assist with student staff and volunteer recruitment and selection activities
- Assist with assessment (e.g. surveys, focus groups)
- Assist with special projects such as those related to York’s housing strategy and the Division of Students’ strategic plan (e.g. research, creating and updating documents)
- Assist with residence-wide special programs
- Design posters, social media collateral, and other educational and promotional materials
• Review, write and update content for the Residence Life website, social media, publications, etc.
• Maintain first aid kit and Emergency Response Warden supplies
• Develop, coordinate and assist in the implementation of student staff and volunteer recognition and appreciation initiatives
• Assist with the development, preparation, delivery, and implementation of student staff and volunteer training and orientation programs including coordinating logistics (booking facilities, equipment and resources, catering, training materials, transportation, supplies, etc.)
• Assist with logistical tasks related to program delivery
• Administrative tasks including responding to correspondence, recording meeting minutes, etc.
• Other tasks as assigned by Residence Life.

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 (https://sfs.yorku.ca/work-study-programs)

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
• Experience living in residence is preferred
• Experience as a Residence Life staff is valuable

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

• RLPA 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

• Will review feedback on an ongoing basis, highlighting challenges and successes
• The RLPA will be asked to participate in a self-assessment and performance review process once per term

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
• 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 contribute to the achievement of departmental goals within Residence Life
• 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.