Residence Life Orientation Lead

POSITION OVERVIEW:			
Department:	Student Success & Engagement – Residence Life		
Campus:	☒North ☒Lakeshore ☐ Orangeville		
Hourly Wage:	Anticipated range $14.00/hr.-$16.00/hr. (Rates under review)	**Hours per Week:**	24/week
Contract Period	April 30, 2018 to September 10, 2018		
Work-study Requirements:	Required for domestic students, not required for international students.		
Number of Positions Available:	2		
Additional Comments:	The Residence Life Orientation Lead(s) would work predominantly from the North Campus; however, may be required to work at the Lakeshore Campus as needed. One Residence Life Orientation Lead would be recruited to work fully from the Lakeshore campus from August 26 – September 8, 2018. Previous Residence Life experience or orientation planning experience is considered an asset for this opportunity. Please note that these individuals will have their responsibilities prioritized in consultation with their supervisor, in an effort to balance competing role commitments. As such, supervisors will communicate how individuals in these circumstances will be paid, and how weekly hours will be allocated between the two roles. Individuals in these scenarios will still be required to attend all August Residence Life Staff training components as indicated by their supervisor.		

POSITION SUMMARY:

Residence Orientation Program

Residence Orientation program takes place from Sunday, August 26, 2018 (Move-in Day) until the end of the day on Saturday, September 8, 2018. Residence Orientation occurs at the same time as campus Orientation, and has been designed to support transition by providing additional programs targeted at the residence population. Continual programming is offered to help encourage community development, positive relationships, as well as to reduce student boredom and misbehaviour.

In planning and organizing the Residence Orientation program, the RLOL will work primarily under the direction of the *Residence Life Coordinator*. The RLOL is a welcoming face for new students and residents to Humber, and must be engaging and welcoming. The main responsibility of the RLOL is to coordinate the Residence Orientation program events and logistics. The RLOL will promote a positive community environment in accordance with the philosophies of Humber's *Residence Code of Conduct* and *Code of Student Conduct*.

Move-in Day Volunteers

In consultation with their supervisor, the RLOL will be responsible for overseeing the recruitment, training, and supervision of student volunteers as part of move-in day. This involves the ability to recruit, train, mobilize, and oversee returning resident volunteers, athletic/varsity volunteers, and orientation leader volunteers.

POSITION RESPONSIBILITIES:

ORIENTATION PROGRAM

Primarily under the direction of the Residence Life Coordinator, the RLOLs together will plan, coordinate, and implement the entire Residence Orientation Week program, once per year at two campuses (North, and Lakeshore). This includes:

- Plan, organize, and implement Residence Orientation events.
- Attend as the "lead" for all Residence Orientation programs and events (Sunday, August 26, 2018 to Sunday, September 8, 2018) for the assigned campus area (North or Lake).
- Identify and assist in recruiting move-in volunteers (returning residence students, athletes/varsity, and orientation leaders).
- Develop and deliver training content for Orientation Week as part of RLS Training program in August.
- Collaborate and communicate with the Residence Life Management Team in the development and implementation of Residence Orientation program and logistics.

TEAM DEVELOPMENT

- Attend weekly meetings with supervisor.
- Be a resource for all Orientation and Residence Life Staff.
- Provide input and feedback about the Orientation and Residence Life program.
- Encourage idea sharing, team building and a positive work environment amongst teammates (Orientation co-chairs, the Residence Life Management team, Campus Services colleagues, etc.).

COMMUNICATION & ADMINISTRATION

- Assist in the co-management (with other RLOL) of a Residence Orientation budget of approximately $10,000.00, ensuring that there is a detailed plan for spending and tracking.
- Communicate with incoming students regularly and positively online through Facebook, Twitter, and other forms as necessary.
- Communicate frequently with Orientation and Residence Life Staff.
- Communicate effectively with supervisor(s).

ROLE MODELING

- Role model appropriate personal behaviour at all times.
- Role model appropriate behaviour online (email, Facebook, etc.).

ADDITIONAL DUTIES

- Additional duties as assigned by the *Residence Life Coordinator.*
- Some occasional travel and work to/from the North/Lakeshore campus. *Frequent travel during Residence Orientation (Sunday, August 26-Saturday, September 8).*

TRAINING & DATES

- Attend any other training sessions, workshops, or professional development opportunities as suggested/required by the *Residence Life Coordinator.*

ADDITIONAL DUTIES

- Additional duties as assigned by the Residence Life Coordinator, or designate

TRAINING

- Any required Pre-Service Online training Modules
- Attend any other training sessions or workshops as required by the Residence Life Coordinator

- All mandatory Humber College training modules and programs (e.g. AODA, Health and Safety, Pathways to Human Rights)

PRE-EMPLOYMENT REQUIREMENTS:

COMPETENCIES

Residence Life is looking for candidates who possess a varsity of skills and are seeking to continue their personal development. This position will provide you with the opportunity to develop the following competencies. See Appendix A for a detailed breakdown of each competency and the skills associated with it.

Communication	☒	Program Development	☒	Role Modelling	☒
Social Responsibility & Engagement	☒	Relationship Building / Community Development	☒	Critical Thinking & Problem Solving	☒
Collaboration	☒	Resourcefulness	☒	Digital Literacy	☒
Personal Leadership	☒	Equity, Diversity & Access	☒		

PERFORMANCE STANDARDS

- Demonstration of good judgement and leadership.
- Communication with students and staff is important. Prompt return of student and staff concerns is essential.
- Knowledge of campus resources essential, including all areas of Student Success & Engagement.
- Role modeling appropriate behaviours in person and online at all times.
- Participation in team building/development activities and programs.
- Excellent computer skills and proficiency with MS Suite (word, excel, etc.), Adobe products, etc. Knowledge and experience with Adobe Photoshop and Illustrator is considered an asset.
- Demonstrated communication skills.
- Must be motivating, welcoming and engaging.
- Knowledge and experience in event management.

ACADEMIC COMMENTS

Residence Life Staff are students of the institution first and should not jeopardize their academic success. All Residence Life Staff are required to maintain and average of at least 65% each term, as well as a cumulative average of 65% overall. Staff members are expected to speak with their Residence Life Coordinator regarding conflicts between the position and their academic success so that a solution may be found that suits both parties.

STATEMENT OF UNDERSTANDING

The Residence Life Orientation Lead must abide by the RLS Roles & Responsibilities 2018-2019 document, indicating that they have read their Position Description and understand the duties, employment dates and expectations as set out by the Residence Life team, and those discussed during team meetings and training.

Students employed with Residence Life at Humber College must abide by their contract of employment, indicating that they have read their Position Description and understand the duties, employment dates and expectations as set out by the Management Team, those discussed during team meetings and training, and those documented in the RLS Roles & Responsibilities document,

Room & Dining Agreement, Residence Code of Conduct, other Residence Administrative Policies, Code of Student Conduct, and other Humber College policies.

REMUNERATION
• $14.00/hr.-$16.00/hr 24 hours/week in consultation with supervisor (April 30, 2018 to September 10, 2018)*

This position can be added to your Co-Curricular Record. Visit humber.ca/student-life/ccr for more information.