

Residence Life Orientation Lead Position Description

POSITION OVERVIEW:	
Department:	Student Success & Engagement – Residence Life
Campus:	<input checked="" type="checkbox"/> North (1) <input checked="" type="checkbox"/> Lakeshore (1) <input type="checkbox"/> Orangeville
Work Hours:	24 hours per week Hours may increase or be flexed during orientation and move in period
Additional Comments:	<p>Please note: this position requires that at least one (1) academic year of post-secondary study.</p> <p>Previous Residence Life or related experience is an asset for this opportunity.</p> <p>Additional details for this position will be provided during training.</p> <p>For workplace accommodation requirements, please contact Phil Legate, Manager of Residence Life, to facilitate the process (email: phil.legate@humber.ca)</p> <p>Domestic students are required to gain work-study approval prior to starting the position.</p> <p>This position commences May 10, 2021, and ends on September 17, 2021 (approximate dates)</p>
POSITION SUMMARY:	
<p>Residence Life Orientation Lead (RLOs) are senior students who are expected to design community development and transitional programming for students during the Orientation Periods (late August until early/ mid-September). In collaboration with the Residence Life Coordinator(s) (RLCs), the RLOs will oversee the development of an inclusive, innovative, and highly structured Orientation program. This includes intentional program offerings and collaborations with campus partners, targeting offerings for students that may identify as part of the international, indigenous, racialized, and/or LGTBQ+ community within residence.</p> <p>The RLOL position is primarily an administrative role with the core responsibilities being in the areas of transition and social programming, facilitation of the Humber Residence Orientation program, and administrative duties as assigned. The RLOL's primary responsibility is to promote a positive transition to the Residence community, and to Humber College/University of Guelph-Humber, in accordance with the philosophies of Humber Residence Life and the Residence Life Management Team.</p>	
POSITION RESPONSIBILITIES:	
<p>ORIENTATION PROGRAM</p> <ul style="list-style-type: none"> • Plan, organize, and implement Residence Orientation events • Attend as the “lead” for all Residence Orientation programs and events for the assigned campus area (North or Lakeshore) • Assist with recruitment and selection of Residence Welcome Crew volunteers 	

- Develop and deliver Orientation week specific training content for the Residence Life Staff (RLS) training program in August

TEAM DEVELOPMENT

- Attend weekly meetings with supervisor
- Participate in all mandatory team socials and events
- Be a resource for all Orientation volunteers and Residence Life Staff
- Provide input and feedback about the Orientation program
- Encourage idea sharing, team building, and a positive work environment amongst teammates

COMMUNICATION & ADMINISTRATION

- Collaborate and communicate with the Residence Life Management Team in the development and implementation of Residence Orientation program and logistics
- Plan and coordinate with RLOL partner the spending of the Residence Life Orientation budget (approximately \$10,000.00- subject to approval and allocation by Residence Life Manager [RLM]), ensuring that there is a detailed plan and tracking method
- Communicate with incoming students regularly and positively through social media platforms
- Communicate frequently with Orientation and Residence Life Staff
- Communicate effectively with the Residence Life Coordinator through weekly meetings and email

All resident, volunteer, and staff information is confidential, is only to be shared with the Residence Life Coordinator or Manager, and will be managed in accordance with the Freedom of Information and Protection of Privacy Act, as applicable

ROLE MODELING

- Role model appropriate personal and professional behaviour at all times, including through online platforms

ADDITIONAL DUTIES

- Additional duties as assigned by the Residence Life Coordinator, *or designate*
Some occasional travel and work to/from the North/Lakeshore campus.
*Frequent travel during Residence Orientation

TRAINING

- Attend any training sessions, workshops, or professional development opportunities 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:

- Not applicable

COMPETENCIES:

Residence Life is looking for candidates who possess a variety of skills and are seeking to continue their personal development. This position will provide you with the opportunity to develop the following competencies.

Communication	<input checked="" type="checkbox"/>	Program Development	<input checked="" type="checkbox"/>	Role Modelling	<input checked="" type="checkbox"/>
Social Responsibility & Engagement	<input checked="" type="checkbox"/>	Relationship Building / Community Development	<input checked="" type="checkbox"/>	Critical Thinking & Problem Solving	<input checked="" type="checkbox"/>
Collaboration	<input checked="" type="checkbox"/>	Resourcefulness	<input checked="" type="checkbox"/>	Digital Literacy	<input checked="" type="checkbox"/>
Personal Leadership	<input checked="" type="checkbox"/>	Equity, Diversity & Access	<input checked="" type="checkbox"/>	Strategic Networking	<input checked="" type="checkbox"/>
Innovative Thinking	<input checked="" type="checkbox"/>	Budgeting	<input checked="" type="checkbox"/>		

PERFORMANCE STANDARDS:

- Demonstration of good judgement and leadership
- Communication to/with the Residence Life Coordinator
- Communication to/with students and Residence Life staff
- Knowledge of campus resources, including all areas of Student Success & Engagement
- Role modeling appropriate behaviour in person and online
- 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
- Adherence to written and verbal regulations and protocols established by the Residence Life Management Team and Residence Administration
- Demonstrated communication skills
- Prompt return on communication with residents, Residence Life Management Team, and other academic administrators
- Must be motivating, welcoming and engaging.
- Knowledge and experience in event management
- Responsible for adherence to Appendix A, attached to this document

ACADEMIC COMMENTS:

RLOs are required to be full-time students at Humber College or the University of Guelph-Humber. RLOs are required to be in good academic standing.
Staff members should speak with their RLC regarding conflicts between the position and their academic success

The incumbent may add this position to their Co-Curricular Record. Visit: humber.ca/student-life/ccr for more information.

I have read and understood the Position Description as described above.

Appendix A
Residence Life
Orientation
Lead –
Professional

Signature: _____

Printed Name: _____

Date: _____

Expectations

Nature and Scope

A key priority of the Residence Life (Student Success & Engagement, and Campus Services departments) program at Humber College (“Humber” or the “College”) is to ensure that all students in residence have the opportunity to learn and grow in a supportive, diverse environment. The aim of this document is to ensure that all staff act in accordance with this key priority and in line with the values of the Residence Life program. This document serves to outline the additional expectations for staff behaviour while working in residence, particularly with respect to their role modeling, and community, student, and teammate interactions.

Humber’s Residence Life program has a legal obligation to safeguard the health and safety of students, staff, and guests in the College’s residences. To fulfil this obligation, the Residence Life program is committed to employing staff who demonstrate, through selection and performance management measures, superior capacity:

- (a) as a role model, through compliance with expectations outlined below, in all College policies, and several other applicable documents, which may be amended as necessary (i.e. changes to College policies, laws, etc.) from time to time [e.g. the Position Description, Non Full Time (NFT) contract, Residence Code of Conduct, etc.], and,



- (b) through satisfactory conduct and behaviour; and,
- (c) By making independent decisions as a mentor and para-advisor to other students, volunteers, and staff.

Identifying Concerns & Sharing Information



As applicable, Residence Life Orientation Leads (RLOL) shall proactively approach their assigned supervisor, the Residence Life Coordinator (RLC), and self-identify any performance challenges, incidents, and personal challenges they are encountering with work. Identifying a concern or sharing information should be done one-on-one with the RLC directly. As trained, RLOLs are encouraged to address minor concerns directly with teammates if comfortable, but should seek guidance from their RLC if they believe the concern is more serious and/or requires additional support.

Role Modeling

- i. RLOLs must be professional. They are expected to be leaders, role models, and authority figures within the residences and the College community. RLOLs must recognize that their position affords them a level of influence over students in the residence, other staff working for Residence Life, and this influence must not be abused. Accordingly, RLOLs should not behave in such a way as to bring discredit or disrespect to their fellow staff or other members of the College community.
- ii. RLOLs must ensure they foster and engage in respectful conduct, affiliations, and online interactions with others. RLOLs are required to maintain the utmost discretion in all interpersonal matters, respecting every resident's right to privacy.
- iii. Humber's Sexual Assault and Sexual Violence Policy (2018) states that consent "cannot be given if the perpetrator abuses a position of trust, power or authority" (pp. 2-3). Because RLOLs can be viewed as authority figures within the residence, and have a level of influence over residents, they are expected to refrain from entering into intimate/sexual relationships with other residence students in their immediate community. RLOLs are expected to declare any conflicts of interest, pre-existing sexual relationships with any community members, and/or developing relationships of a romantic or sexual nature immediately to their RLC.
- iv. RLOLs' language and behaviour must be inclusive, professional, appropriate, and respectful at all times.
- v. Under no circumstances should RLOLs confront, argue, or show disrespect towards another staff member, particularly in the presence of residents. In the event of any disagreement, RLOLs are expected to follow up afterwards to discuss the matter in private.
- vi. RLOLs must not use posters, signage, language, products, or wear clothing that displays, degrades or ridicules any identifiable group or persons.

1. Approachability, Availability, & Accessibility

- i. RLOLs should be available to other staff regularly, and provide information to staff as to when they will be available. RLOLs will have either 24 consecutive hours (one day) off work each week, or 48 consecutive hours (two days) off every two weeks, as required by law. This time off will be coordinated in consultation with the RLC. If a staff member does not request their time off, the RLC will assign this time off for the staff member.

- ii. RLOs must ensure their role is not compromised by a constant person, or constant group of people in their office. A person or group of people who are monopolizing the RLO's time may intimidate, turn-off, or repel a community member from entering, knocking, or simply asking a question.

2. Confidentiality

- i. Any resident and staff information that is known of, and/or acquired, will be managed in accordance with the Freedom of Information and Protection of Privacy Act, as applicable. Because of this, parents/guardians of the staff member will not be privy to information regarding a staff member's employment or residence status. RLOs may at times be provided with information on a "need to know" and confidential basis.
- ii. All incidents are deemed confidential, and are only to be discussed with the necessary personnel. RLOs are expected to maintain a high degree of confidentiality in regards to resident and staff-related matters. In many cases the information exchange will be required to move up the supervisory chain, but not out through the peer chain.
- iii. Information sharing such as unapproved discussions, gossip, or other inappropriate communication about residents, incidents, sanctions, crimes committed on campus or in residence, is deemed a breach of confidentiality, and disciplinary action may be taken.

3. Alcohol, Cannabis & Illegal Substances

- i. RLOs must not drink alcohol or use cannabis in contravention of the laws of the land, or in violation of the Residence Code of Conduct or the Code of Student Conduct. It is expected that RLOs will not possess or use illegal substances during the term of their employment.
- ii. RLOs are expected to refrain from acting in any official capacity when they are under the influence of alcohol, cannabis, or any other illicit substance or drug that may cause impairment. For greater clarity, "official capacity" is not limited to work during scheduled shifts. RLOs who are impaired by alcohol, cannabis, or any other substance, must remove themselves from any situation where they are acting as a representative of the Residence Life program and Humber College. It is expected that RLOs will call for assistance if necessary. This policy (i.e. refraining from acting in any official capacity while under the influence of the mentioned substances above) applies to all aspects within the role, including but not limited to, floor events, residence wide events, activities off-campus, and while living in the residence environment.

4. Residence Welcome Crew Volunteers

- i. RLOs are responsible for overseeing the recruitment, selection, and training of student volunteers, under the direction of the RLC. This involves the ability to recruit, train, mobilize, and oversee resident volunteers, athletic/varsity volunteers, campus orientation leaders, and interested Humber/ Guelph-Humber students.
- ii. RLOs will communicate to all volunteers via email and social media, to ensure they are engaged in the Residence Orientation planning, and to stay updated on important dates.

- iii. RLOs will be the main point of contact for volunteers during move-in day and residence orientation programming. RLOs are also responsible to schedule and track volunteer hours.

5. Residence Orientation Programming

- i. RLOs will collaborate with each other to plan, coordinate, and implement the entire Residence Orientation program at both North and Lakeshore campuses.
- ii. RLOs will attend all Residence Orientation events, from set up to take down, unless an absence was previously approved by the RLC. There needs to be at least 48-hour notice prior to the absence for approval.
- iii. RLOs are responsible for planning a budget of approximately \$6500.00 (as allocated by the RLM) and tracking spending of all programming supplies and materials. This detailed budget will be submitted to the RLC on a bi-weekly basis and approval must be obtained before any money is spent. All receipts are expected to be scanned and saved in the secure RLOL folder.
- iv. RLOs will deliver a thorough Residence Orientation events' training for the Residence Life Staff and Residence Welcome Crew volunteers. During this time, working schedules will be provided, event scripts reviewed, and expectations delivered.
- v. RLOs are expected to collaborate and communicate with the Residence Life Management Team in the development and implementation of Residence Orientation programs and logistics.
- vi. RLOs are encouraged to share ideas with each other, create a positive work environment, and establish a collaborative and supportive work relationship together.

6. Administrative Standards

- i. RLOs will ensure that all required reports, logs and documents (event proposals, risk management forms, event outlines/ scripts, budget tracking, weekly hours recording, cumulative planning report etc.) be submitted in a timely manner, as outlined during training.
- ii. RLOs will endeavour to reply to emails (both students and staff) within one business day, unless otherwise indicated.
- iii. RLOs must attend, punctually and attentively, all staff meetings and training sessions. Permission to miss a scheduled meeting may only be given by the RLC, prior to the meeting/event.
- iv. RLOs should check in regularly, via scheduled one on ones, with their RLC.

7. Weekly Work Expectations & Payment for Work

- i. Work within the RLOL role is more variable, given the time of year and expectations within the role (e.g. training, Residence Orientation, etc.). Although hours may vary as required, typically, RLOLs will be expected to work an average of 24 hours each week over the course of the summer and early fall semester. If there is any possibility or concern that a RLOL may work more than 24 hours in a given week or 48 hours in a two-week pay period, the RLOL is expected to notify the RLC as soon as possible to determine how best to proceed.

8. Team Development

- i. RLOLs will act as a resource, mentor, and role model to the Residence Life Staff and Residence Welcome Crew volunteers. RLOLs will work to support and create an environment that promotes inclusive and cohesive team dynamics.

9. Training & Additional Expectations

- i. RLOLs must complete online learning modules, including:
 - The College's online AODA training program
 - Applicable Health and Safety Training
 - Additional tasks as outlined by the RLC
- ii. RLOLs must be present and attend the following:
 - i. May RLOL pre-service training day
 - ii. August "move-in" day
 - iii. August and September Orientation week events

I have read, understood, and agree to the Professional Expectations as described above.

Signature: _____

Printed Name: _____

Date: _____