

CONTRACT PERIOD: Fall: July 2, 2012 (under review) – April 29, 2013

REMUNERATION: Residence Communities are dynamic in nature and therefore, the hours expected of an ARLM will vary according to the needs of the community (minimum of 24 hours per week). This will include some weekends and evenings. ARLMs will receive a stipend of \$15,600 (under review) throughout the contract period and a bachelor apartment (taxable benefit)

REPORT TO: ARLMs will report directly to the Area Coordinator – South Residence who will provide training, support and direction in the execution of their responsibilities

Position Summary

Reporting to the Area Coordinator – South Residence, the Assistant Residence Life Manager (ARLM) is responsible for the community development and the overall atmosphere in their assigned area of residence. This will include meeting with students regarding any difficulties they may be experiencing (behavioural, transitional, emotional, and interpersonal) and work with them to develop strategies to respond to their needs. This may also include referrals to other units on campus such as Student Health Services, Wellness, Counselling, Campus Community Police etc. As a result, the ARLM will have access to a significant amount of confidential information. The ARLM will work in partnership with the Residence Life Management Team (RLMT), however, is not an equal partner to the RLMT. The ARLM will work in conjunction with other ARLMs, under the direction of the Area Coordinator - South Residence, to assist in the overall management of the larger residence area.

This is a student position and it is not recommended that the person enrol in more than 2 courses.

Responsibilities

Staff supervision (30%)

- Responsible for the direct supervision (coaching & mentoring) of a group of 6 RAs
- Assist with the recruitment, hiring, training and the performance evaluation of their RAs
- Hold regular weekly staff meetings with building Residence Life Staff (RLS)
- Hold office hours for drop in for students and staff (alternating between primarily days and evenings to ensure extended office coverage in designated building - including weekends)
- Work in collaboration with the duty RAs and Duty Staff
- Participate in Residence Life Staff training by conducting training sessions as directed by the Area Coordinator - South Residence
- Attend regular meetings as determined by supervisor or designated Student Housing Services (SHS) staff
- Encourage idea sharing, team building, and a positive work environment among team mates

- Ensure that privacy is maintained with respect to staff, resident's behaviour, and incidents occurring in residence

Community Management (15%)

- Daily visibility in their section (talk with students, staff, check for facility/community concerns and follow up with appropriate staff)
- Provide a 7-day a week coverage (with other ARLMs) of South
- Participate in room and residence transfer request process
- Meet with students who may be experiencing difficulties in adjusting to university life. With support and direction from Area Coordinator – South Residence, develop strategies to support these students, and provide referrals to other units
- Liaise with parents at the direction of Area Coordinator - South Residence

Community development (10%)

- Assist the RAs with community development programming (planning, executing and evaluating)
- Approve expenditures related to programming events
- Overall management of programming budget for their specified area
- Attend events in their area regularly to ensure a notable presence
- Work with the Programming Office to provide a well rounded program of events for students in the area
- Lead a programming team, and provide support for section programs and TGIF programs
- Work with academic staff to provide academic programming in hall

Student Conduct (30%)

- Get to know and maintain informal contact with students in their assigned area
- Assist the Residence Life Staff in setting standards with their residents
- Follow up on infractions of the Community Living Standards, Conduct Coordinator software logs and documentation
- Meet with students to investigate and review their behaviour, assess level of infraction and bill as appropriate
- Refer students to educational seminars or fine/bond as appropriate
- Conduct investigations and refer to Area Coordinator – South Residence as appropriate

On Call (10%)

- Share nightly on call coverage with other ARLMs
- Liaise with Student Housing Desk Staff as appropriate
- Provide backup assistance for the RAs on call and the Duty RAs on call

- Call in outside agencies as necessary (Campus Community Police, Fire Prevention, First Response, Ambulance, Area Coordinator – South Residence, Residence Life Managers, Senior Manager etc)
- Provide updates and request assistance from the RLM on call, as directed by the Area Coordinator - South Residence

Training and PD (5%)

- Return to campus on July 2, 2012 for ARLM training
- Participate in professional development opportunities provided by SHS and Student Affairs
- Read and familiarize self with any publications and training materials distributed by SHS

Supervision provided

- Meet weekly with Area Coordinator – South Residence to discuss areas of concern for staff or students
- Participate in monthly area meetings with other ARLMs

Training and Commitments

- Attend Residence Life Staff Spring Orientation
- Attend Residence Life Staff Training
- Participate in New Student Move-in
- Maintain high visibility during O-Week by meeting staff and students regularly
- Attend weekly ARLMT/RLMT meetings as determined by Area Coordinator
- Hold weekly staff meetings
- Attend on-going training sessions as required. This includes RA ongoing training
- Attend Winter Residence Life Staff Training/Team Time
- Participate in new staff recruitment and hiring
- Assume on-call shifts according to the schedule approved by Area Coordinator
- Represent Student Housing as required on University Committees
- Attend all other staff functions as directed by Area Coordinator – South Residence
- Understand, role model and assist relevant staff to enforce the Residence Community Living Standards
- Respond appropriately to violations of the Residence Community Living Standards and to emergency and crisis situations as per response procedures determined by SHS
- Role model appropriate personal behaviour and academic success at all times. Meet the standards and expectations outlined by your supervisor or Student Housing Services
- Other responsibilities as determined by supervisor or Student Housing Services

Applications (including resume and cover letter) are due February 21st 2012

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