Position Title: Residence Program Assistant x 3
Department: Housing Services; Residence Life
Term of Position: September 4, 2017 – May 1, 2018 (tentative)
  ➢ 15 hours/week, including evening and weekend hours
  ➢ Attend 2017-2018 Residence Life staff summer training as scheduled

Rate of Pay: TBD based on experience.

The role of the Residence Program Assistant

The Residence Program Assistant is responsible for helping to create, develop and implement programs designed to help expand the student experience, with a focus on student transition, academics, health and wellness, and residence life. This position will also be responsible for supporting various active and passive initiatives, implemented by both the Residence Life team, as well as various campus partners. This position requires immense flexibility, as the incumbent will be required to work some evenings and weekends, as well as be present during mandatory Residence Life training sessions (i.e. summer training).

Residence Program Assistant Description

The Residence Program Assistant will report to, and work closely with, the Residence Life Coordinator, Programming. They will also be working in tangent with other Residence Life staff members (i.e. Residence Life Coordinators and Community Advisors), as well as other supporting campus partners (i.e. Sports Services and Community Life).

General Residence Program Assistant Tasks

The Residence Program Assistant is responsible for supporting the Residence Life Coordinator, Programming, as well as Residence Life staff members (i.e. Mentors, Team Leads, Community Advisors), in a variety of tasks throughout the academic year. Some of these tasks include, but may not be limited to:

➢ attending regularly scheduled team and/or individual meetings, as determined by his/her supervisor
➢ hosting regularly scheduled office hours, during both weekday hours, and weekend/evening
➢ responding to emails in a timely manner, and checking emails each day, with the exclusion of official time off
➢ providing support and guidance in the creation, development and implementation of passive and active programs by Community Advisors
➢ the creation of passive programs to be supplied to Community Advisors on a regular basis
➢ posters provided to the Resource Center via 3rd parties, which includes:
Manual – Residence Program Assistant

- stamping, posting, filing and logging posters in residence
- maintaining the bulletin boards in a neat and orderly fashion, and replenishing and/or removing posters that are not stamped or have past due
- performing weekly checks to all residences to take down old posters and remove non-approved postings on all bulletin boards
- distributing posters to the Team Lead mailboxes, as needed
- performing monthly inventories of the supply cabinet and ordering missing items as approved by his/her supervisor
- providing customer service to those visiting the Resource Center
- keeping the resource center tidy and well-kept

Residence-Wide Initiatives

The Residence Program Assistant is responsible for assisting in the development and implementation of various residence-wide initiatives, as created by Residence Life or a supporting campus partner, which includes, but is not limited to:

- early arrival activities
- first six weeks passive and active initiatives
- residence intramurals
- staff appreciation
- staff newsletters
- uOttawa Day
- United Way Benefit Show
- exam study breaks
- Frost Week activities
- Living Learning Community activities

Miscellaneous

- The Residence Program Assistant is expected to work a maximum of 15 hours/week, divided evenly amongst weekday, weekend and evening hours, as approved by his/her supervisor
- All special circumstances related to time-off, early departures, and arrivals must be approved by his/her supervisor before any plans are finalized
- The Residence Program Assistant is able to communicate effectively in both official languages (French and English) and must serve as a role model with his/her customers

If you have any questions or you wish to apply for this position, please communicate with Jolianne Chatelain at rez-ver@uottawa.ca before 4 pm on April 7, 2017.