Position Title: Program Assistant (x 5 positions)
Department: Housing Services; Residence Life and Programming

Term of Position: September– March (x 5)
- 15 hours/week, including evening and weekend hours
- Attends part of Residence Life staff summer training as scheduled
- Works in the resource centre and the Carrefour francophone

Rate of Pay: $14 base salary

THE ROLE OF THE PROGRAM ASSISTANT
The Programming 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 campus life (including residence life). This position will also be responsible for supporting various active and passive initiatives, implemented by the Residence Life and Programming 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 parts of mandatory Residence Life training sessions (i.e. summer training). This position reports to the Events and Activities Coordinator.

RESPONSIBILITIES

Programming and Events
- provide a student’s perspective and feedback on overall programming
- contribute to the development, implementation and evaluation of campus-wide and residence programming (Welcome Week events, Snow Festival, Residence wide events, etc.)
- provide support to the Residence Life student staff in the development and delivery of events in residence (ex: floor events, building wide events, etc.)
- distribute marketing materials

Community Engagement
- host regularly scheduled office hours, including weekdays, weekends and evenings in order to provide customer service to students and the community visiting the Residence Resource Center and the Carrefour francophone
- maintain up-to-date knowledge of what activities and events are happening in residences and on campus
- support the Student Life marketing and communication team to promote events to engage students on campus
- maintain professional relationships with campus and community partners
JOB DESCRIPTION – PROGRAMMING ASSISTANT

Administration
- attend regularly scheduled team and/or individual meetings
- respond to emails in a timely manner, and check emails each day, with the exclusion of official time off
- perform monthly inventories of the supply cabinet and order material
- execute other tasks as required by the Residence Life and Programming team

SKILLS AND QUALIFICATIONS
- Oral and written communication skills in both official languages (Level of proficiency in French: FLUENT)
- Enjoy working as a team member as well as independently
- Excellent interpersonal relationship skills
- Creativity and initiative
- Punctuality, flexibility and strong time management
- Excellent interpersonal relationship skills
- Knowledge of the university community

All special circumstances related to time off, early departures, and arrivals must be approved by his/her supervisor before any plans are finalized.

The role of the Programming Assistant is subject to change at any given time.

If you have questions or want to apply for this position, send an email including your curriculum vitae to rez-ver@uottawa.ca before July 19, 11:59 pm.