

Position Description

Residence Programming Assistant

Student Engagement at Huron University College strives to provide a living learning community where aspiring young people can grow and learn and reach their full potential both academically and personally. Huron's Residence Life Team is comprised of full-time professionals as well as student staff and volunteers. Each team member contributes to the home-like environment that, while fostering independence and personal development, encourages respect for others and promotes academic pursuit.

Student leaders strive to enhance both the academic and non-academic on-campus experience for Huron Residence students through enriched programming. The focus of these leaders is to aid in the smooth transition for first-year students, and foster a sense of belonging and community on each floor and in the Residence as a whole.

Immediate supervisor: Residence Manager

Term: September 3, 2018 – April 30, 2019

REMUNERATION

- a stipend of \$2,000 per year
- assigned room at staff room rate
- \$200.00 UWO Food Dollars
- First Aid/CPR training
- Staff jacket and golf shirt

Positions available: 2 positions available

Role:

- Assist Residence Life Staff with community building
- Assist Residence Life Staff in developing and implementing programming
- Act as a spirit leader for Residence students

Responsibilities:

- 1. Assist Residence Dons with community building.**
 - Aid Residence Don in the decoration of the floor(s) each semester
 - Attend floor meetings and contribute to the discussion
- 2. Assist Residence Dons in developing and implementing programs from programming model.**
 - Assist the Residence Don in their programming model requirements as outlined by the Department of Student Engagement
 - Make suggestions for programming based on the needs of the floor
 - Attend all programs
- 3. Plan one event per semester.**
 - Work with the Head Don and Residence Dons on planning a joint event between off-campus students and Residence students

4. Act as a spirit leader for Residence students.

- Spend time on the floor interacting with the students and knowing each student by name.
- Share personal experiences about living in Residence and attending Huron with new students.
- Respect the autonomy and privacy of Residence students
- Personally adhere to Residence Guidelines and Policies
- Maintain a positive attitude about living in Residence and encourage students to get involved in Residence programming and activities

Expectations:

- Respect confidentiality of Residence students and student staff
- Maintain a professional relationship with Residence students and student staff
- Be approachable and supportive of Residence students
- Attend all scheduled staff training dates in August
- Assist with Move-In Day (September)
- Attend Residence staff meetings
- Be present in the Residence a minimum of one weekend per month
- Contribute to the growth and development of the Residence Life Program and the student staff by offering feedback, suggestions and ideas

Competencies:

- Effective communicator
- Creative
- Enthusiastic
- Reliable
- Self-motivated
- Team oriented
- Integrity
- Accepting of diversity
- Sense of community and relationship building
- Commitment to Huron University College Mission