

Job Description

Job Title: Community Programmer (part-time; casual; 30-45 hours/month)

Department: Campus Housing

Reports To: Residence Life Co-ordinator

Jobs Reporting: N/A

Remuneration: \$23.00 per hour

Primary Purpose

Reporting to the Residence Life Co-ordinator, the Community Programmer is responsible for providing student engagement and learning experiences for the residents of Columbia Lake Village (CLV) using the Graduate Student Experience Model (GEM).

Key Accountabilities

Event Coordination and Facilitation

- Plan for and facilitate the Graduate Experience Model, as developed by Student Development and Residence Experience
- Develop a fresh perspective and create unique and intentional programs to enhance student engagement
- Utilize various marketing techniques (such as email, on-line registration, social media, and posters) to effectively promote events
- Coordinate necessary audio-visual equipment according to the needs of event facilitators and participants
- Liaise with Campus Partners to provide student-centred programming
- Serve as a resource to Dons for the creation of positive, intentional and engaging programs
- Maintain accurate records of community building and educational programming initiatives

Relationships and Collaboration

- Work collaboratively with other members of the Student Development and Residence Experience team for the planning and implementation of residence programs, initiatives and projects to benefit the residence experience for student-staff, students and their families
- Facilitate a strong working relationship with colleagues across Student Development and Residence Experience
- Assist in the on-going development of the Residence Life program and Graduate Experience Model at Columbia Lake Village
- Orient and integrate students to residence and University life and provide opportunities for them to become acquainted with other students in their community.
- Develop relationships with residents for the purposes of demonstrating approachability, resourcefulness, and inclusion.

Job Description



Administration

- Responsible for a termly programming budget including expense tracking
- Initiate and participate in team meetings to discuss programming ideas and co-ordinate details with staff members
- Attend monthly one on one meetings with Residence Life Co-ordinator
- Attend all mandatory training sessions and meetings, including RLST, professional development opportunities, one-on-ones with supervisor, and weekly team meetings.
- Submit required reporting and documentation, including Graduate Experience Model tracking
- Maintain a high level of confidentiality with respect to residents and work-related matters
- Work as a team player with a focus on consistency, communication and support within immediate staff team and with all members of the Residence Life Team.

Required Qualifications

Education

- University degree or College diploma or currently enrolled as a student working towards a degree or diploma

Experience

- Experience facilitating large-scale active and passive programming (events)
- Experience with stakeholder relations for the purposes of resource gathering and event collaboration

Knowledge/Skills/Abilities

- Demonstrated ability to contribute to and thrive in a collaborative environment and to apply a positive team approach to working with colleague
- Strong oral and written communication skills
- Be knowledgeable of the diverse population at CLV
- Be self-motivated
- Possess excellent communication and interpersonal skills
- Have experience working with university students and children
- Vulnerable Sector Check required

Nature and Scope

Contacts: internally within Campus Housing and in collaboration with campus partners for event facilitation and resource gathering

Level of Responsibility: involved in community building by implementing social and educational events for families and single graduate students in order to provide a safe and enjoyable living environment which is conducive to academic study and positive social experiences.

Decision-Making Authority: in consultation with Residence Life Co-ordinator, decide upon community programs and purchase event supplies

Physical and Sensory Demands: work in a moderate to fast-paced environment

Working Environment: office-based, evening and weekend availability in congruence with event dates