

Job Title:	Residence Engagement Leader
Department:	Campus Housing – Student Development & Residence Experience (SDRX)
Reports To:	Co-ordinator, Residence Life
Pay rate:	See Remuneration
Effective Date:	January 2024

Primary Purpose

The Residence Engagement Leader is part of an interdependent and collaborative team committed to integrating the student voice and connecting research and evaluation to our practice in order to continuously build on our understanding of our students' wants and needs and on our knowledge of how living environments contribute to student success. Our curricular approach facilitates the design and delivery of experiences and services so that students achieve priority developmental and educational outcomes.

A Residence Engagement Leader is an employment opportunity within Campus Housing Residence Life to hold a part-time community development position in residence while on the waitlist for a Residence Life Don position. Residence Engagement Leaders foster a positive residence experience that is conducive to successful academic study and personal development. This live-in position requires regular presence in the community, as well as excellent communication skills, proven leadership ability, good judgement, and a sincere desire to help others. A Residence Engagement Leader must be willing to act as an ambassador of the University and support initiatives by the University and of Campus Housing. Under the supervision of the Residence Life Co-ordinators (RLCs), Residence Engagement Leaders are expected to foster a sense of belonging in residence, practice positive role modelling, collaborate with staff and peers, and uphold residence and University policies.

By virtue of working in residence, Residence Engagement Leaders may be approached by students who have experienced challenges such as thoughts of suicide, sexual assault, domestic violence, and self-harm. Residence Engagement Leaders would help connect students to other resources in Campus Housing; they do not provide counselling. To this end, all Residence Engagement Leaders are trained in order to respond to these situations effectively, however they are expected to engage Residence Life escalation systems to support students. All Residence Engagement Leaders will be trained in Question Persuade Refer (QPR) Suicide Prevention during the SDRX Training Institute and Residence Life Staff Training (RLST).

Residence Fees and Conditions

Residence Engagement Leader contracts are contingent on the candidate choosing to live in Campus Housing as an upper-year resident. **This includes accepting and paying for a Residence Contract and agreeing to live in residence at an assigned location with roommates. Roommates may include residents or other Residence Engagement Leaders. Living arrangements may be mixed-gender, and the residence location will be assigned by Campus Housing.** If a Residence Engagement Leader accepts a position as a Residence Life Don during their contract, their role as a Residence Engagement Leader and all associated responsibilities and compensation will end. If a Residence Engagement Leader accepts a position as a Residence Life Don during their contract, they will receive a prorated refund of their residence fees for any remaining time left in their residence contract dated to their key-drop off date or start date as a Don, as arranged by the Residence Life

Management Team. A Residence Engagement Leader will be responsible for relocating their belongings into their Don Suite should they accept a position as a Residence Life Don.

NOTE: A Residence Engagement Leader may only fill a vacancy as a Residence Life Don if a position becomes available within the current term for a current term vacancy. If a position opens for a future term, a Residence Engagement Leader is not eligible to fill that Don vacancy. Please address any questions to hirehousing@uwaterloo.ca

Key Accountabilities

Administration

- Attend all mandatory training sessions and meetings, including the SDRX Training Institute and RLST, professional development opportunities, one-on-ones with supervisor, and team meetings.
- Submit required reporting and documentation pertaining to their tasks, including timesheets, event proposals, event summaries, etc.
- Follow finance reimbursement procedures for costs incurred to support programming in residence in a timely manner.
- Be familiar with campus resources, as disseminated in Training and ongoing communication from the Residence Life Management Team.
- Maintain a high level of confidentiality with respect to residents/work-related matters.
- Follow up in a timely manner to requests/questions from staff and peers.
- Check and respond to email and other messages on regular basis.
- Carry out other duties that may be requested by Campus Housing

Community Development

- Serve as a positive role model at all times for students and staff members, specifically with regards to academics, personal wellness and social conduct.
- Plan, coordinate, promote, and execute safe and inclusive residence-wide programming initiatives for residents of Campus Housing, which may include supporting initiatives that integrate into the residence curriculum.
- Develop programming individually and with Residence Life team to support student transition, skill building, resilience, and community development.
- Create awareness of opportunities for involvement within the campus community.
- Develop relationships with residents for the purposes of demonstrating approachability, resourcefulness, and inclusion.
- 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.
- Escalate concerns appropriately through direct channels within Campus Housing.
- Support other community development and support initiatives and tasks as assigned.

Required Qualifications

- Maintain full-time student status (1.5 credits) throughout the duration of appointment.
- Maintain satisfactory (or higher) academic standing in program of study.
- Have a valid Emergency First Aid and CPR-A (Standard First Aid and CPR-C is also acceptable) certification for the duration of appointment obtained through practical in-person course.
- Have a valid Vulnerable Sector Check (VSC) for the duration of appointment and submit it to Special Constable Services by the date indicated in Don Offer. VSCs are to be obtained at the candidate's expense from Waterloo Regional Police (other

municipalities accepted as well). **Please note that this check can take up to four weeks to process.**

- To be eligible for this role, a Residence Engagement Leader must have a Residence Contract with Campus Housing for the terms employed. This includes applying for residence, paying residence fees, and agreeing to live with other Residence Engagement Leaders or Campus Housing residents anywhere in residence.
- Enrolled in 2A term or higher in an undergraduate program.
- Enrolled in academic terms during the REL appointment.
- Preference may be given to qualified candidates who are upper year students that have secured a residence contract for the Fall 2024 & Winter 2025 terms.
- Preference may be given to qualified candidates who have not previously held a Residence Life Don role.

Offer Period

The official contract period for the Residence Engagement Leader position commences at the beginning of mandatory Training and typically concludes at the end of each exam period. Residence Engagement Leaders are expected to attend all mandatory training and other scheduled activities as assigned by the Residence Life Management Team (including move-in).

A general timeline for training periods which include both asynchronous and synchronous components are as follows:

Training for Fall Term: mid-August through the start of September

Training for Winter Term: typically, the first week of January

Official training dates to be communicated during Application period and/or at the Don Offer stage. Throughout the term, Residence Engagement Leaders work with the Residence Life Management Team to schedule 20 hours/month of residence wide programming. Appointment to the Residence Engagement Leader position is for either one or two academic terms, as determined by the offer and acceptance. Re-appointment is at the discretion of the Residence Life Co-ordinators and the Manager, Residence Life and should not be considered routine or automatic. Please note: following an offer, any behaviour contrary to the expected conduct of a Campus Housing staff will result in an immediate review of the offer.

Remuneration

In exchange for accepting the position, a Residence Engagement Leader will carry out job responsibilities at an hourly wage in accordance with the [Ontario Minimum Wage](#) for up to a maximum of 20 hours per month. Schedules must be approved by their supervisor. Residence Engagement Leaders will be compensated for all required training during Training (breaks/meals not included). Residence Engagement Leader may exceed hours (with express scheduling from Residence Life Management Team) during peak periods such as Training, Move-In, and Orientation Week.