Job Title: Alumnus in Residence
Department: Housing and Residences
Grade: Casual Staff (approx. 10 hours/week)
Compensation: Single room accommodation (suite style), and Food Services meal plan
Effective Dates: August 17, 2019 – August 3, 2020

The Get Ready for: Life After Graduation program provides mentorship and resources to upper-year students living in Waterloo Residences. Waterloo Housing and Residences is looking for enthusiastic and engaging University of Waterloo alumni who will live in upper-year residence communities. They will play a fundamental role in upper-year communities by creating a supportive environment that fosters learning, personal growth and development, holistic well-being, and a sense of purpose and connectedness. The long-term impact of mentoring can be rewarding for both the Alumni in Residence and the students they work with.

As an Alumnus in Residence, you will:

- Share your experience of how you transitioned from a student to an alumnus working in the community.
- Live full-time in residence on campus and comply with all current policies for live-in staff members.
- Act as a role model and mentor for upper-year students to help develop life and career skills.
- Foster and build relationships with upper-year students living in residence built on the values of integrity and trust.
- Guide students in their development by challenging and encouraging them to think through their future career alternatives.
- Seek opportunities to interact, both one-on-one and in small groups, with upper-year students in residence. These opportunities may include holding “office hours”, meeting individually with students, and attending Residence Life programming.
- Assist with the facilitation of one workshop per month. Workshops will be focused around the four programming pillars: Your Professional Future, Managing Your Money, Life Hacks, and Choose Your Own Adventure. The Alumnus in Residence’s role may include, but is not limited to:
  - Collaborating with appropriate campus partners to develop learning activities for upper-year students
  - Being a “room host” for workshops in residence (greeting and introducing speakers, remaining in room during workshop, facilitating Q and A sessions)
  - Helping upper-year students connect their experience with what they learned at the workshop
  - Referring students to appropriate campus partners and/or external services
- Manage your schedule (average of 10 hours/week) and provide regular updates to Student Development and Residence Life staff on your activities.
• Maintain, facilitate, and promote a positive relationship with the other Alumni in Residence.
• Work collaboratively with Community Leaders and understand their areas of responsibility by attending parts of Residence Life Staff Training, portions of team meetings, and community meetings.
• Meet bi-weekly with the operations team (Living-Learning, Residence Life, and Alumni Relations) to discuss student learning, ideas, and future programming.
• Work collaboratively with our partners in Alumni Relations and Centre for Career Action towards the development of program activities.
• Participate in the assessment and ongoing development of the Get Ready for: Life After Graduation program.
• Contribute to promotion of the program by participating in photo shoots and interviews and by creating content for blogs and vlogs.

As an Alumnus in Residence, you will:
• Refine your skills in teamwork, project management, leadership, and event planning.
• Have access to professional development fund, which you can use to engage in opportunities that build program-related and/or professional skills.
• Enhance your ability to establish relationships, ask powerful questions, and coach others – all key skills that are essential to workplace success and career advancement.
• Develop meaningful and rewarding mentor/mentee relationships with upper-year students.
• Expand your professional network.

We are looking for alumni who graduated from the University of Waterloo and have transitioned to being a working professional, are employed in the Waterloo Region, and can provide at least one professional reference. Candidates must also demonstrate:
• Passion and excitement for the residence experience – previous experience working with undergraduate students in a residential setting is an asset
• Excellent communication skills, patience, and promotion of inclusive environments
• Proven leadership ability
• Sincere desire to be a mentor and help students grow and succeed
• Flexibility and problem-solving skills
• Ability to work independently and as a member of a team
• Knowledge about both campus resources and supports particularly as it relates to Alumni services
• Knowledge about community resources and supports
• Sound judgment, including the ability to ask for help or advice in difficult situations
• Ability to manage several tasks concurrently
• Relevant experience gained through co-operative education, work, or volunteer positions that is external to the University of Waterloo is an asset

Remuneration
• Free accommodations and meal plan funds for the duration of the position, subject to change as housing policy changes.
- Fully-furnished suite in UW Place which includes utilities, internet, and domestic phone service. The suite will have a separate furnished living space in where alumni can meet with students.
- $900 in FLEX money (on a WatCard) per academic term (3 times/year) which can be used towards UW Food Services, Retail Services, laundry, campus printing, and select off-campus vendors.

Housing and Residences will hire 2 Alumni in Residence positions for the 2019-20 academic year. The selection committee is looking to build a team of Alumni in Residence with varied experiences and backgrounds. Interested applicants should apply as soon as possible. Applications will be accepted until the positions are filled. All interested applicants can direct their questions, and resume and cover letter to:

Melissa McNown-Smith
Manager, Living-Learning
melissa.mcnown-smith@uwaterloo.ca