

Activities Coordinator (AC) Position Description 2026-2027

Position Title:	Activities Coordinator (AC)
Department:	SJU Student Affairs
Reports to:	Residence & Community Life Assistant (RCLA)
Contract Period:	Spring 2026, Fall 2026, Winter 2027, Spring 2027
Hours:	5-15 hours per week
Compensation:	Pending budget approval, \$1500/term for up to four terms

General Accountability

An Activities Coordinator (AC) is accountable to the Residence & Community Life Assistant, Student Affairs, and ultimately St. Jerome's University. They oversee a sub team of the Student Activities team, volunteer undergraduate students who are responsible for interest and needs-based programming with a focus on community building and complementing the residence life program.

Through the planning and execution of Student Activities events, an AC supports the Student Affairs program's learning goals of self-understanding, community, dignity of all, purpose, reflection and meaning making.

This is a senior student-leadership position and should only be taken on by students looking for the next step in their leadership development.

Nature and Scope

An AC provides management and mentorship to a sub team of the Student Activities team including but not limited to, facilitating weekly meetings, providing day-to-day oversight to their sub team, working collaboratively with the other ACs and the RCLA, and coordinating Student Activities programming that meets the Student Affairs program's learning goals.

An AC is an excellent relationship builder and passionate about mentoring student leaders, as well as connecting with new students. They are creative and able to guide a student team to execute intentional, effective programming that is responsive to the needs of students. An AC works collaboratively with fellow ACs and other student leader groups to enhance the student experience at St. Jerome's University.

Contract Period

AC contracts can be offered for one or more of the following academic terms:

- Spring 2026
- Fall 2026
- Winter 2027
- Spring 2027

Regardless of the contract period, all ACs must complete the online and in-person portions of Student Affairs Leadership Training. All Sr. ACs must complete the online and in-person components of the onboarding process.

Roles and Responsibilities:

1. General

- Serve as a connection between the residence community, Student Affairs, and the broader St. Jerome's University community.
- Implement programming that reflects the learning goals outlined by Student Affairs, St. Jerome's mission, and vision

2. Leadership

- Be a positive representation of and be committed to the goals of St. Jerome's University including but not limited to; practicing professionalism, acting as a role model for peers and new students, and embodying the values of Student Affairs and St. Jerome's.
- Lead a SAT sub team by facilitating regular meetings and ensuring program goals are met.
- Develop, organize, and implement sub team events.
- Manage schedule to ensure academic and personal needs are balanced with the AC role.
- Attend ongoing professional development opportunities offered to student leaders
- Maintain confidentiality of sensitive information disclosed by students and staff
- Complete program plans, event plans, and post-event assessments in a timely manner

3. Community Development

- Build relationships with students and foster a strong sense of belonging to the SJU community through inclusive and welcoming programming
- Understand and practice equity, diversity, and inclusivity in all aspects of the AC role
- Collaborate with other student leader teams and Student Affairs staff to support engagement efforts both on campus and in residence
- Promote and model mutual respect, constructive feedback, effective communication, and teamwork

4. Collaboration & Communication

- Attend Student Group Representatives meetings (CORE)
- Effectively communicate and collaborate with others, including, but not limited to other ACs, SATs, the RCLA, Student Affairs Staff, and other student leaders.
- Respond to communications from professional staff and student leaders in an appropriate time frame using designated platforms
- Support and attend recruitment and orientation events such as You @ Waterloo Day, Arts Ready, and Open House events

Academic Requirements and Qualifications

- a) Must be enrolled as a full-time undergraduate student at the University of Waterloo for the contract term.
- b) Demonstrated positive contribution to community at St. Jerome's University, University of Waterloo, Conrad Grebel University College, Renison University College, or United College.
- c) Capacity to excel independently as well as a member of a team.
- d) Strong desire to work in a team environment within the St. Jerome's community.
- e) Will obtain SafeTALK Suicide Alertness certification (at no cost to you and frequently offered on campus).

Conditions of Employment

This is a part-time position, and the hours are expected to be flexible and correspond with the happenings of student life.

To be considered for this role, candidates must be making satisfactory progress toward the completion of their degree. Additionally, candidates should not have serious incidents or allegations of misconduct as assessed by their Associate Dean.

Please note that minor infractions will not automatically exclude a candidate from consideration. Each candidate is assessed on an individual basis.

Following offers of employment, any behaviour that is contrary to the expected conduct of any Student Affairs staff members will result in an immediate review of your employment offer.

Co-op/Field Placement Information

Should you be enrolled in the co-operative education program or in a course requiring a field placement that will take place during your employment with Student Affairs, you must make that apparent to the Student Advisor. There are additional requirements that co-op students must follow should they hold a position within Student Affairs which can be provided upon successful hiring.

Important Dates

ACs are required to be present and attend all the important dates listed below for their contract period. These dates are subject to change and do not capture the entirety of the role. If changes are required, ACs will be notified in a timely manner.

All ACs

Pre-Service Orientation and Information Session	April 2026 (half day)
Online training modules (asynchronous)	Summer 2026
Administrative tasks	Summer 2026
Student Leader August Training (in-person)	August 24- September 4 2026 (required to live in residence for the entirety of training)

Spring 2026 ACs

Spring Residence Move-in	May 10, 2026
You @ Waterloo Day	May 2026 (1 day – TBD)
Arts Ready Event	July 2026 (1 day – TBD)
Ongoing professional development sessions	Once per month

Fall 2026 ACs

Fall Move-in	September 5, 2026
Fall Orientation Week	September 6 – 12, 2026
Fall Open House	November 2026 (1 day)
Ongoing professional development sessions	Once per month

Winter 2027 ACs

Frost Week	January 2027 (first week of classes)
March Open House	March 2027 (1 day)
Ongoing professional development sessions	Once per month

Spring 2027 ACs

Spring Residence Move-in	May 2027 (1 day – TBD)
You @ Waterloo Day	May 2026 (1 day – TBD)
Arts Ready Event	July 2026 (1 day – TBD)
Ongoing professional development sessions	Once per month

Please note that these dates are subject to change. If changes are required, you will be notified in a timely manner.