

COMMUNITY DEVELOPMENT ASSISTANT

POSITION DESCRIPTION

Department: Residence Services

Division: Student Experience

Reports to: Residence Life Coordinators & Residence Life Team Lead

Updated: November 2020

POSITION PURPOSE:

Community Development Assistant (CD) focuses on coordinating and facilitating residence wide community development opportunities.

KEY POSITION FUNCTIONS:

1. Residence Wide Community Development

- Responsible for leading a Residence Council committee (i.e. social, athletic/recreation, community outreach, Blue & Gold etc.), including recruiting members, scheduling and chairing regular meetings and planning and facilitating programs with their committee
- Attend all Residence Council meetings and act as a liaison between committee and main council
- Work with CA – Community Development to plan and provide instructions for the facilitation of T.G.I. Fridays
- Regularly utilize social media and website for promotions and information sharing
- Make conscious, appropriate and full use of programming budget

2. Community Development, Management & Support

- Foster a positive, friendly, inclusive atmosphere conducive to learning and facilitate the development of healthy, friendly relationships among residents
- Recognize and refer students with mental, emotional, academic and physical concerns to other professionals on campus or within the community
- Be a visible presence in your community and embrace opportunities for meaningful and impromptu conversations with all residents

4. Administration & Communication

- Assist with the check in and check out of residents
- Adhere to a timely submission of e-RezLife reports as well as a prompt response to student issues.
- Assist with marketing, recruitment campaigns and departmental events/programs lead by Residence Services Department and other University departments
- Respond within 24 hours of receipt to all requests (including emails and voicemails) made by members of Residence Services
- Read and be familiar with all publications and material distributed by Residence Services
- Establish and maintain open and positive communication with all members of the Residence Services staff team, members of the Windsor Inter Residence Council (WIRC) and RezEvents
- Maintain confidentiality in accordance with the Freedom of Information and Privacy Act and the policies/expectation of Residence Services
- Report for, and participate in, orientation and training (Fall, Winter and on-going) on the date(s) specified by the Team Lead, Residence Life and/or Residence Life Coordinators

5. Personal Development

- Participate in various professional development sessions provided by and/or promoted by the Residence Life Management Team
- Participate in the Residence Life Staff hiring process for the following year

6. On-Duty Responsibilities and Facilitating Student Conduct Process

- Explain and enforce Residence Policies & Procedures, the Residence Community Standards, Residence Student Conduct Process and the Residence License and Meal Plan Agreement and other rules and regulations of the University
- Respond to, document and report all violations of the Residence Policies & Procedures, Residence Community Standards, Residence License & Meal Plan Agreement, emergencies or facilities issues
- Adhere to on-call shifts schedule and conduct responsibilities
- Assist others while on-call including other Resident Assistants, Community Assistants, Residence Life Coordinator and/or Campus Community Police
- Accept full responsibility for the use of master keys, access codes, peps and all accessible keys
- Know and execute emergency procedures including evacuation procedures and advise residents of the same
- Support and check in with student desk staff throughout shift

7. Role Modelling

- Serve as a mature and positive ambassador of Residence Services on campus and in the greater community
- Maintain healthy and respectful boundaries with all residents
- Make appropriate personal lifestyle choices that reflect maturity and commitment to Residence Life, inclusivity of all community members and commitment to academic success

8. Team Development

- Act as a team player and support the work and/or challenges of assigned building team and the Residence Life Staff as a whole
- Actively participate in socials, training sessions and activities organized by Residence Life
- Attend and participate in all meetings related to the Resident Assistant role
- Prepare for, and participate, in regular one on one's with their assigned Residence Life Coordinator
- Be available to the staff team and Residence Life Coordinator and contribute to special projects at their request

9. Assisting with Residence Facilities

- Monitor and report the physical conditions of the residence community
- Maintain cleanliness of personal accommodations as well as floor facilities to create a welcoming environment
- Assist with opening and closing of buildings at the beginning and end of the academic year
- Teach residents how to submit work orders and submit work orders for common areas in a timely manner
- Refer serious facilities concerns or on-going issues with work order to Facilities Coordinators
- Respond to requests from housekeeping to assist in keeping areas clean
- Assist students with storage of personal belongings in trunk rooms and/or appropriate storage areas according to residence procedures

9. Other Duties as Assigned

- Circumstances may arise that necessitate the transfer of the Resident Assistant - Academic within the residence system and Residence Life Staff team or the adjustment of duties assigned during the term of this position

RATE OF PAY: \$7500 for academic year based on approximately 15 hours/week

NOTE: Community Development Assistants are required to live in residence for the duration of their contract, are responsible for all fees associated with living in residence and must agree and abide to the Residence License & Meal Plan Agreement. Community Development Assistants are guaranteed a single room with semi-private bathroom at a Cartier Hall single room residence rate.