



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

Student Employment Opportunity

**Title:** Residence Life Coordinator

**Date of Employment:** January through to September 2018

**Hiring Department:** Engineering Outreach Office, Faculty of Applied Science & Engineering

**Rate of Pay:** \$20.30 per hour

**Hours/Week:** January - April: Part-Time (<20 hours/week), May – August: Full time (36.25 to 44 hours/week), September: (<10 hours/week)

**Number of Positions:** 1

The Residence Life Coordinators (1) will play an important role for the Summer High School Outreach Programs of the Engineering Outreach Office, specifically DEEP Summer Academy and the U of T Engineering Academy. The Engineering Outreach Office manages and administers the core outreach programs offered by the Faculty. We act as the central unit for outreach activities promoting Science, Technology, Engineering and Math (STEM) education to a wide audience.

The DEEP Summer Academy provides well-rounded and highly motivated high school students, with an aptitude for math and science, from across the world with the opportunity for advanced study in a variety of engineering, technology, business and science disciplines. Organized by the University of Toronto's Faculty of Applied Science and Engineering, DEEP offers one of the most diverse ranges of pre-university engineering and science courses in North America. Since its inception in 2003, DEEP has brought together over 10,000 like-minded students to explore some of the most innovative topics in engineering and science today—taught by some of our faculty's top Alumni, Ph.D. and Masters students. This program has been designed to expose bright young minds to concepts usually presented in the upper years of an undergraduate degree or in graduate school.

*More information about the DEEP Summer Academy can be found at: <http://uoft.me/deep>*

The U of T Engineering Academy is an opportunity for motivated high school students to engage with STEM in the lecture halls and labs of Canada's leading engineering school. Through a rigorous combination of classroom and experiential learning, including educational excursions throughout the city, students will prepare themselves for university while spending the summer in the world-class city of Toronto.

*More information about the U of T Engineering Academy can be found at: <http://uoft.me/academy>*



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**Duties and Responsibilities:**

The Residence Life Coordinator provides leadership and direction of the residence life program for approximately 115 high school students in July and August. This is a live-in position for the duration of the program (7 weeks)\*.

The Residence Life Coordinator leads a team of two Assistant Residence Life Coordinators (ARLCs), four Senior Dons, and 12 Dons.

The Residence Life Coordinator is the first point of contact for all after-hour emergencies and acts on behalf of the Associate Director and Outreach Coordinator in their absence.

The Residence Life Coordinator is responsible for fostering a meaningful learning environment that introduces students to university life through a modified summer camp experience. The incumbent is responsible for developing and sustaining a supportive, inclusive and accepting living community for all high school students in the residence program.

The Residence Life Coordinator evaluates, updates and implements a residence life program based on the Ontario Camps Association (OCA) and Council for the Advancement of Standards in Higher Education (CAS) standards.

The Residence Life Coordinator will work with the Outreach Coordinator to create weekly and monthly work-plans to ensure all deliverables are met on time and in advance of deadlines.

As a member of the Senior Team, the Residence Life Coordinator works collaboratively with Academic Team Leaders, Materials Team, and Admin Team with regards to the admissions process, summer business, operations, and logistics. Specific duties include:

- a) Hire, train and supervise residence staff
- b) All tasks related to the administration of the residence program, including but not limited to staff scheduling, room allocation, and airport travel arrangements
- c) Coordinate with building staff (security, housekeeping, food services etc.) on matters relating to operation of the residence
- d) Continually improve the residence community through policy implementation, programming, and liaising with the High School (Academic and Student Life) Team Leaders
- e) Oversee residence programming, ensuring standards of quality and educational relevance are met
- f) General management of safety and security of students and staff, intervening in emergency and complex crisis situations (frequently after hours) and following up with affected individuals
- g) Make and communicate decisions with respect to student and staff discipline
- h) Advise, counsel and support both residents and staff members
- i) Coordinate with campus and community resources
- j) Work with Communications Specialist on the design and content of all program communications
- k) Ensuring a safe program environment.

\*Please note, successful applicants who accept their offer will be expected to participate in a meal program for the seven weeks. This is a taxable benefit and will be administered accordingly on your pay



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**Education:**

- Applicants must be undergraduate students, graduate students, or recent graduate of the University of Toronto. Preference will be given to students in undergraduate engineering programs.
- The Residence Life Coordinator will be expected to be Standard First Aid + CPR-C certified or willing to obtain such training prior to the start date of the position.
- Food Safety training is an asset.

**Experience:**

- Minimum two (2) years experience working in a residence setting in a similar position
- Minimum two (2) years experience in a camp setting
- Minimum two (2) years experience working with youth aged 13-18
- Demonstrated experience in teambuilding, program development, piloting new initiatives, and handling crisis events and complex discipline cases in a residence community

**Skills:**

- Excellent oral and written communication, interpersonal and organizational skills
- Proven leadership, supervisory, and problem-solving skills
- Aptitude for staff development and coaching
- Demonstrated conflict resolution skills
- Comfortable working in an unpredictable and often-stressful environment, independently and as part of a team of diverse individuals.
- Assertiveness, tact, sensitivity, initiative, flexibility, and enthusiasm
- Well-developed computer skills (Microsoft Office, Google Drive, etc.)
- Successful applicants should be available for and prepared to attend team training. All members of the Engineering Outreach Office will be required to attend/lead operations training and emergency procedures training.
- A Police Clearance Letter will be required of all successful applicants.

**Applicants Submit:**

1. Cover letter (Please indicate in your cover letter whether you would like to be considered for the Assistant Residence Life positions if you are unsuccessful in your application for the Residence Life Coordinator position.)
2. Resume
3. Class schedule

Qualified applicants should submit their cover letter with resume and activity to the attention of Claire Heymans, Outreach Coordinator, Engineering Outreach Office. Submissions can be emailed to [apply@engineeringoutreach.ca](mailto:apply@engineeringoutreach.ca) (please include the position you are applying for in the subject line).

Applications are due no later than 12:00pm on Monday, December 4, 2017.