



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

Student Employment Opportunity

**Title:** Assistant Residence Life Coordinator

**Date of Employment:** March 2020 through to September 2020

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

**Rate of Pay:** \$19.30 per hour

**Hours/Week:** March - April: Part-Time, May – August: Full Time, September: Part-Time

**Number of Positions:** 3

The Assistant Residence Life Coordinators (3) will play an important role for the Summer High School Outreach Programs of the Engineering Outreach Office, specifically DEEP Spring Seminar Series, DEEP Summer Academy, Blueprint, 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.

DEEP 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 DEEP 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>*

Blueprint is an academic enrichment program that was designed for highly motivated black students in grades 10 and 11 who are interested in careers in Science, Technology Engineering and Math with a strong interest in Engineering. The goal of this program is to provide and nurture opportunities for students to further enhance their leadership skills, to be exposed to various fields of engineering, and to explore the life and opportunities of a U of T Engineering Student.

*More information about Blueprint can be found at <http://uoft.me/myblueprint>*



### **Duties and Responsibilities:**

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

The Assistant 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.

As a member of the Senior Team, the Assistant Residence Life Coordinator works collaboratively with full-time outreach staff, Academic Team Leaders, Blueprint Team, Materials Team, and Admin Team with regards to summer business, operations, and logistics. Specific duties include:

- a) Hire, train and oversee the day-to-day duties of residence staff
- b) Continually improve the residence community through policy implementation, programming, and liaising with the High School (Academic and Student Life) Team Leaders
- c) Oversee residence programming, ensuring standards of quality and educational relevance are met
- d) 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
- e) Make and communicate decisions with respect to student and staff discipline
- f) Advise, counsel and support both residents and staff members
- g) Coordinate with campus and community resources
- h) Work with Communications Specialist on the design and content of all program communications
- i) Ensuring a safe program environment.

### **Statement on Diversity and Inclusiveness:**

Our teaching, scholarship and other activities take place in the context of a highly diverse society. Reflecting this diversity in our own community is uniquely valuable to the University as it contributes to the diversification of ideas and perspectives and thereby enriches our scholarship, teaching and other activities. We will proactively seek to increase diversity among our community members, and it is our aim to have a student body and teaching and administrative staffs that mirror the diversity of the pool of potential qualified applicants for those positions.

\*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 Assistant 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.
- The Assistant Residence Life Coordinator will be expected to have SAFETalk (or comparable) training or willing to obtain such training prior to the start date of the position. ASIST training is an asset.
- Food Safety training is an asset.

**Experience:**

- Experience (minimum one summer) working in a residence setting in a similar position
- Experience (minimum one summer) in a camp setting
- Experience (minimum one summer) 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
- Demonstrated experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds

**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
2. Resume
3. Class schedule

Qualified applicants should submit their cover letter with resume and activity to the attention of Claire Heymans and Cassandra Abraham, Outreach Coordinators, 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 9:00am on Monday, January 13, 2020.