



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Employment Opportunity

Title: Residence Life Coordinator

Date of Employment: March 2024 through to September 2024

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

Rate of Pay: \$24.80 per hour

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

Number of Positions: 1

The Residence Life Coordinator (1) will play an important role for the Summer High School Outreach Programs of the Engineering Outreach Office, specifically DEEP Summer Academy, CREATE Global Engineering Challenge, and Blueprint. 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. (DEEP is expected to reach ~300 high school students in 2024.)

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>

The **CREATE**: Global Engineering Challenge is a summer program for high school students from Toronto, Canada, and around the world. This program encourages students to use the engineering design cycle to explore creative and sustainable solutions to real world problems. (CREATE is expected to reach ~1100 high school students in 2024.)

Duties and Responsibilities:

The Residence Life Coordinator provides leadership and direction of the residence life program for approximately 100 high school students in July and August. This is a live-in position for the duration of the program (5 weeks)*.

The Residence Life Coordinator leads a team of two Assistant Residence Life Coordinators (ARLCs), and ~16 Dons.

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

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-back 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 High School Team Leaders, Blueprint Team, 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.

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.



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

- 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 team building, 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.

How to apply:

Qualified applicants should complete the application form, including their résumé, by **March 1, 2024 at 11:59 PM**. Link to application form: <https://forms.office.com/r/yY5qvezn2L>

Questions or requests for accommodation may be sent to the attention of Claire Heymans, Outreach Coordinator, Engineering Outreach Office at deep@engineeringoutreach.ca. Please include the position you are applying for in the subject line.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.