Position Title: Community Life Assistant (Live-in position)
Department: Student Affairs
Reports To: Manager, Residence & Business Operations
Hiring Range: $31,000 – $33,500 (NOTE: The hiring range for this role reflects an adjustment for the value of the live-in accommodations)
Date Modified/Created: June 2021

General Accountability

Reporting to the Manager, Residence & Business Operations, the Community Life Assistant is immersed in facilitating student engagement and residence life programming for SJU students. This is a live-in position that shares the residence on-call responsibility with other Student Affairs staff. The Community Life Assistant is also responsible for enhancing leadership and engagement opportunities within the residence and student community at St. Jerome’s University.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavors to promote the mission and vision of the university. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff, and students.

Working with the Student Affairs team, the Community Life Assistant is responsible for promoting community and supporting programming in the day-to-day life of SJU students through residence and student life. The incumbent will provide on-site leadership and mentorship to all students and relevant student leaders and respond to emergencies as necessary. The Community Life Assistant actively contributes to activities and programs for St. Jerome’s University affiliated students that complement the institutional objective to educate “the whole person,” and to ensure that the strategic and operational objectives of the department of Student Affairs is achieved.

Specific Accountabilities

Student Leadership

- Collaborates with Student Affairs team members to support holistic development of students through student programs and activities
- Assists the Student Affairs team, with the recruitment and selection of student leaders (e.g. Dons, Community Advisors, Student Activities Team members, etc.)
- Supports the development and learning of student leaders through training and mentoring
Student Engagement
• Supports day to day student life and residence life programming and activities.
• Supports coordination and implementation of key annual student-focused events (Orientation Week, Winter Formal, and other similar initiatives)

Residence Operations
• Assists with key residence processes, including move-in and move-out
• Meets regularly with residence student leaders and brings items of note to the attention of residence staff
• Works with the Student Affairs staff to ensure residence expectations are followed (e.g. student conduct, consequence management, noise complaints, and other related items)
• Shares responsibility for after hours on-call support for the residence community

Student Life Involvement
• Attends events and meetings of other SJU student leader groups, often during evening and weekends
• Works closely with student leaders to coordinate residence and student life programming that supports and encourages academic enrichment, personal development, and the community involvement of all students
• Provides communication support for student life focused initiatives (print, web, social media, etc.)

Working Conditions
• This is a full-time position with a flexible schedule to accommodate events and programming (including weekends and evenings) based on the student life schedule
• This is a live-in position. The incumbent is provided with a private suite containing a bedroom, living room, washroom, and kitchen as part of their compensation
• Must have access to a vehicle or willingness to access alternate transportation for regular work-related errands
• Event support may involve heavy lifting

Qualifications Required
• Completion of an undergraduate degree
• A minimum of 1-2 years of experience in residence and/or student life programming at SJU as a student leader
• An understanding of the First Year university experience, and student transition
• An understanding of equity, diversity and inclusion as it relates to student life
• Training such as ASIST, SafeTALK, and Mental Health First Aid strongly preferred
• FirstAid and CPR training strongly preferred
• Demonstrated experience with software programs such as Microsoft Teams and Microsoft Office Suite
• Strong organizational, communication and interpersonal skills
• Presentation and group facilitation experience
• Demonstrated ability to work independently and as a member of a team