

Job Title: Residence Life and Education Assistant

Department: Student Housing

Supervisor Title: Residence Education Coordinator

Last Reviewed: October 2024

JOB PURPOSE:

The Residence Life and Education Assistant (RLEA) is a part-time student employee within Student Housing whose primary function is to enhance the educational experience for students living within the Trent University Residences on the Peterborough and Durham GTA campuses. The Residence Life and Education Assistant will assist with planning, facilitating, and providing administrative support in several areas including: the Residence Learning Model (RLM), the Living Learning Communities (LLC), providing support to the Residence Life Dons at the Peterborough Symons and Durham GTA campuses. The Residence Life and Education Assistant will support additional Residence Life and Education projects, which include but are not limited to recruitment and orientation events, prevention education, residence wide initiatives, and move in day.

KEY ACTIVITIES:

1. Assist with annual revisions of and planning for the Residence Learning Model, Living Learning Communities including themed communities.
2. Develop and update resources such as the facilitator guides that assist with the Residence Learning Model, Living Learning Communities, and community development in residences, and the various residence staff reporting and tracking tools.
3. Regularly source and distribute passive educational campaigns to foster a safe, secure, and inclusive foundation for residence students' transition and development into and through university.
4. Develop learning experiences, including designing proactive and responsive education opportunities, to engage students within the Trent University Residences, as per the Residence Learning Model.
5. With direction from Residence Education Coordinator (REC) and Admissions & Occupancy Management Coordinator, support the Living Learning Community (LLC) applications, admissions process, and resources

6. Identify campus and community groups/organizations who can provide collaborative programming, mentorship opportunities, volunteering/job opportunities, and ways to stay involved, broadly within Residence and specific to the LLC themes
7. Communicate regularly with the Residence Education Coordinator, other Student Housing staff, and Campus Partners through one-on-one meetings, email, and other documentation as required
8. Communicate with teammates and campus partners through completing regularly scheduled office hours, monitoring and responding to inquiries to the residence education shared email, and coordinating the creation and distribution of newsletters, and blog posts
9. With direction from the staff, support residence life staff training including, but not limited to preparing campus-wide welcome resource packages and community theme preparation process.
10. Other duties as assigned

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Previous experience as a Residence Life Staff at Trent University strongly preferred
- Background knowledge and experience in Residence Life and/or Student Services is considered an asset
- Excellent communication and interpersonal skills
- Familiarity with Microsoft Teams, Microsoft Office programs, Canva, and social media platforms is considered an asset
- Passionate in providing service to others
- Able to work independently and within a group

CONDITIONS OF EMPLOYMENT:

- Maintain status as a full-time student (3.5 credits per term)
- Achieve and maintain a semester and cumulative minimum average of 67%
- Maintain good financial standing with the University
- Obtain a clear police record check
- Maintain a clear student conduct history the University