Position Description
Assistant Programming Coordinator (APC)

The Division of Housing and Ancillary Services strives to provide its residents and student staff with a work environment where academic success and personal growth are promoted. The Residence Life Team, comprised of full-time professionals and part-time student leaders, is committed to providing a supportive, inclusive community for students to live, learn, and flourish. As a team, we recognize the importance of providing a smooth transition into university and a healthy living and learning environment.

Student leaders strive to offer enriching programs, foster a sense of belonging, and act as mentor to all building residents.

Reports to: Programming Coordinator
Term: August 2022 to May 1, 2023 (20-24 hours during academic year)
Salary: $14050 + 4% vacation pay (Pending budgetary approval for 2022-23)
Type: Student Leadership Position

ROLE:

- To serve as the principal support to the Residents' Councils (in all but upper-year buildings), one that always seeks to encourage a positive living and learning environment. The APC will assist Council Executive with all aspects of their operation, including finance, programming, orientation programming and other affairs as required.
- As programming staff, the APC serves as a resource to other student leaders in their assigned buildings. APCs will be responsible for the review of Program Reports for the Orientation Program and Residents' Councils and the arbitration of a personal budget
- To aid the Programming Coordinator in facilitating harm reduction programming during high-risk times of the year, including (but not limited to) Move-In Day Programming, OWeek Programming, Hallowe'en, St. Patrick's Day, Homecoming, Frost Week, Semi-Formal, Formal, and at other times as required by the Community Development Model or the Programming Coordinator(s) (i.e. late night weekend programs)
- To design and ensure implementation of programs set out in the Community Development Model for the academic year within assigned residences, and to participate in program evaluation strategies
- To maintain open communication and manage administrative duties
- To act as a role model of respect for self, others, and the community
- **Note**: this position will have the option to live in residence, but it will not be a requirement of the role

COMPETENCIES:

- Active Listening and Advising
- Collaboration and Teamwork

- Critical Thinking and Problem Solving
- Conflict Resolution and Mediation
- Creativity
- Flexibility and Adaptability
- Self-Efficacy
- Communication and Interpersonal Relationships
- Leadership

MEASUREMENTS FOR SUCCESS:

- Demonstrated understanding of Residence Contract
- Demonstrated understanding of Residents' Council Constitutions and other Council affairs
- Adherence to all written and verbal protocols established by the Programming Coordinators and the Division of Housing and Ancillary Services
- Punctual and regular attendance at all meetings
- Participation in regular meetings with supervisor
- Achievement of programming goals
- Attendance at required in-service training sessions
- Attendance and active participation at full August and January staff training sessions, including some presentation and facilitation components
- Attend Residence Staff Meetings for assigned buildings and provide relevant updates
- Effective communication with relevant members of the Residents' Councils and Orientation
- Conducts regular meetings with Council Executive and Orientation Leadership Teams
- Sets up communication display in staff room with contact information and keeps up to date
- Timely submission of all required administrative tasks
- Timely completion of year-end report (submitted in April)
- Responsive to all communication in a timely manner
- Development and implementation of new large-scale, building-wide programming initiatives
- Regular interaction with Residents' Council and Orientation
- Actively promotes the Office of Residence Education and Programs
- Assist with the Orientation and Residents' Council hiring processes

SCOPE OF POSITION:

- Assistant Programming Coordinator positions are open to student leaders who can commit a significant amount of time and energy to the role
- All Residence Staff must be registered full-time Western students with a 65% average or higher, and will be required to complete a satisfactory Police Vulnerable Sector Check, WHMIS training, and a recognized Standard First Aid and CPR-C Certificate (among others as required) before assuming their duties
- All Residence Staff are required to complete all components of mandatory residence staff training before assuming their duties. All Residence Staff are also required to undergo mandatory ongoing training throughout the academic year. Individuals who are not able to complete any component of training may not be eligible to assume their roles
- Residence Staff roles may include situations where staff members will be approached by students who have experienced challenges or exhibit high-risk behaviours, such as thoughts of suicide, sexual violence, domestic violence, mental health concerns, and self-harm among others. Residence Staff members are responsible for listening and providing resources to students; they do not provide counselling. To this end, all Residence Staff are trained in these

high-risk areas in order to provide an appropriate response and support to students. All Residence Staff will be trained and certified in *safeTALK Suicide Prevention* during the Learning and Development Training Conference in August. Residence Staff must attend and participate in all training in these areas.

RESPONSIBILITIES:

1. To serve as the principal support to the Residents' Councils, one that always seeks to encourage a positive living and learning environment. The APC will assist Council Executive and/or Orientation Leaders with all aspects of their operation, including finance, programming, and other affairs as required

- Establish positive rapport and collegial working relationships with assigned Residents' Councils, in particular Executive Members, and/or Orientation Leaders, in particular with Leadership Teams
- Provide mentorship and role modelling for Floor Representatives (or equivalent) and encourage further involvement in residence and campus life, and/or Sophs
- Guide Council Executive in their decision making processes as it relates to programming, finance, operations, selection timelines, and other relevant aspects of Council functioning, and/or LST
- Conduct ongoing reviews of Council expenditures and provide insight and expertise, and/or LST
- Support the Office of Residence Education and Programs (OREP) in their efforts to promote and sustain a healthy and robust Council system, and/or Orientation Program
- Assist OREP in the planning and delivery of ongoing Residents' Council training, including (but not limited to) the Learning and Development Training Conference and Floor Representative (or equivalent) training, and/or Orientation Training/NWeek
- Support Council programming ideas and help to further develop and implement their programs Particular attention and resources should be given to the successful advanced planning and promotion of these programs, and/or Orientation programming

2. As programming staff, the APC serves as a resource to other student leaders in their assigned buildings. APCs will be responsible for the review of Program Reports and the arbitration of a personal budget

- Serve as a resource of information about initiatives, programs and options available on campus
- Suggest initiatives and programming ideas to target residents' needs based on the time of year
- Host weekly office hours, touring assigned buildings, to provide support to student leaders living in/assigned to Residence. The APC will also be at the disposition of

student leaders for individual consultation as it relates to programs; flexible hours will be a requirement, demanded by the nature of consultation

- Review Program Reports (PRs) on StarRez regularly and provide constructive feedback. Prior knowledge of StarRez is helpful, but not required
- Maintain a personal budget designed to facilitate campus-wide programs in collaboration with in-Residence partners, including Staff, Sophs, Council, or others. In this way, the APC must be a responsible steward of student money
- Support programs conducted by fellow staff members, including development, promotion, execution, attendance, and evaluation
- Participate in social rounds with Residence Staff in assigned buildings

3. To aid the Programming Coordinator, in collaboration with Event Staff, in facilitating harm reduction alternative programming during high-risk times of the year

- To aid the Programming Coordinator, in collaboration with Event Staff, in facilitating harm reduction alternative programming during high-risk times of the year, including (but not limited to) Hallowe'en, St. Patrick's Day, Homecoming, and at other times as required by the Community Development Model or the Programming Coordinator (i.e. late night weekend programs)

4. To design and ensure implementation of programs set out in the Community Development Model for the academic year within assigned residences, and to participate in program evaluation strategies

- As masters of the Community Development framework established by the Programming Coordinator, support student leaders with assessing and addressing needs of their community and implementing the Community Development Model
- Regularly update APC information on staff bulletin boards
- Actively promote and model programs and initiatives that seek to further develop communities
- Support student leaders in properly evaluating their programs and initiatives, as outlined in the Program Report writing process
- Sit in on various Housing committees along with their respective PC (wellness, sustainability, etc.), and lead active and passive programming
- Meet all APC Community Development Model expectations

Updated: November 2021

5. To maintain open communication and manage administrative duties

- Submit all paperwork (i.e. log sheets, PRs, risk management form, etc.) in a timely manner
- Remain aware of current programming, projects, and events
- Endeavour on an ongoing basis to foster positive relationships between subgroups of student leaders
- Regularly communicate initiatives, programs and ideas to Residence Life Coordinator(s), Programming Coordinator, fellow APCs, and other student leaders
- Encourage access to Program Bank, including passive programs
- Attend all required meetings (weekly APC team meetings, monthly one-on-ones with Programming Coordinator, including logistical and programming support for various student leader groups (by hosting office hours and student leader check-ins)
- Provide attention to risk management in programming and event planning
- Attend mandatory in-service (i.e. January PD, JIT week, etc.) training sessions
- Assist with hiring process in January/February for Orientation and Residents' Council

6. To act as a role model of respect for self, others, and the community

- Demonstrate that academic achievement is a priority of residence life
- Refrain from behaviours that would undermine position of leadership
- Respect the dignity and diversity of each resident and encourage the same from others
- Abide by standards established by community agreements (Take Care, Commitment to Diversity, etc.)
- Create an inclusive atmosphere and promote a sense of belonging to the building and campus community for each resident

7. Other work as assigned

- Staff returning to the APC position will assume a leadership role with new APCs, be required to undertake a higher level of programming responsibility, and advance their skills as a Residence Staff member. Returning staff may also be asked to assist with Residence Staff training.