

Position Description Academic and Leadership Programmer (ALP)

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 role models to all building residents. ALPs work with the Academic Support and Engagement, the International and Exchange Student Centre, Residence Staff, student volunteers, Orientation, and Residents' Council to create a community in residence that supports students' academic success and leadership development.

Reports to: Programming Coordinator(s)
Term: August 2022 to May 1, 2023 (dates to be finalized)
Salary: \$14,050.00 + 4% Vacation Pay (Pending budgetary approval for 2022-23)
Type: Student Leadership Position

SCOPE OF POSITION:

- Academic and Leadership Programmer position is open to all students (new or returning applicants).
- ALPs work approximately 20-24 hours per week during the academic year.
- ALPs are required to demonstrate Housing's Learning Priorities, with programs, initiatives, and interactions with students thoughtfully designed to foster learning in the following areas: Self-Awareness, Intellectual Engagement, and Citizenship.
- All Residence Staff must be registered full-time Western students with an average of 65% or higher and will be required to complete a satisfactory Police Vulnerable Sector Check, any required HR online training, and a recognized Standard First Aid and CPR-C Certificate before assuming their duties.
- All Residence Staff are required to complete all components of mandatory Residence Staff training before assuming their duties, and throughout the academic year. Individuals who are not able to complete component(s) of training may not be eligible to assume their roles.
- All ALPs must be available to work during Move-In Programming
- 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, gender based and sexual violence, domestic violence, mental health concerns, and self-harm. Residence Staff 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 Conference in August. Residence Staff must attend and participate in all training in these areas.
- **Note:** this position will have the option to live in residence, but it will not be a requirement of the role

COMPETENCIES:

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

RESPONSIBILITIES:

1. Act as a resource for academic support and student success.

- Be available to meet individually with residents and refer them to the appropriate university services
- Conduct 1-on-1 meetings with student leaders to design an academic plan to meet the individual needs of each community and each student leader
- Conduct 1-on-1 meetings with students to develop academic plans
- Support Academic Commissioners on Residents' Council and their committee work in residence
- Serve as a resource to Student Experience
- Provide a range of workshops that address learning skills strategies and study tips that address residents' academic needs
- Develop promotional strategies for resident awareness of the ALP role in residence
- Seek out appropriate academic support information and services for residents
- Proactively assist residents with their personal and academic concerns within individual limits of leadership and development and capability

2. Develop and facilitate residence programs that foster a living and learning environment.

- Involve Faculty members in learning-centered programming in residence (e.g., study sessions, mini lectures)
- Provide balanced, building-wide programming that addresses the academic needs of residents
- Regularly provide academic information to building residents
- Support the academic success of Residence Staff, Residence Sophs and Residents' Councils with presentations to these groups (based on needs within each team)
- Launch and support initiatives that create an academic atmosphere in residence
- Conduct a well-organized and well-promoted introduction to academics and learning (i.e., Get the Scoop)
- Achieve ALP-specific Community Development Model requirements

3. Act as a resource for leadership involvement in residence and on campus.

- Connect with, and support initiatives organized by, the University Students' Council, the Student Experience and other campus partners
- Support the Residents' Councils and Residence Staff to implement leadership and learning initiatives for residents.
- Promote and encourage participation in the Western Co-Curricular Record and the Student Experience Catalog
- Encourage the leadership potential of Residence Staff, Residence Sophs and Residents' Councils with presentations to these groups based on their needs
- Provide balanced, building-wide programming that promotes diversity of thoughts and ideas
- Launch and support initiatives that create an atmosphere of leadership in residence
- Conduct leadership and development programs for Residence Staff
- Support the personal growth of residents by offering a variety of leadership assessment workshops
- Achieve ALP-specific Community Development Model requirements

4. Act as a resource for international student engagement in residence and on campus.

- Support International Commissioners on Residents' Council and their committee work in residence
- Serve as a resource to the International and Exchange Student Centre
- Support international programs facilitated by the campus-wide International Week committee, Residence Staff, and the university community
- Create and facilitate residence specific programming to achieve goals set out by the campus-wide International Week committee
- Provide a range of workshops that address communication strategies and social tips that develop global citizens
- Work to create an inclusive environment for international students and have an open-minded approach towards diverse cultures, languages, and traditions

5. Develop and facilitate residence programs that foster international connections and an inclusive environment.

- Involve the International and Exchange Student Centre in residence programming (e.g., cultural holidays, social mixers)
- Work with ALP team to host neighbourhood programming for international and exchange students
- Work with ALP team to organize activities and host a Global Café event
- Provide balanced, building-wide programming that addresses the needs of international students and promotes diversity and connections with domestic students
- Regularly provide information on international events and resources for building residents.

- Launch and support initiatives that create an inclusive and diverse atmosphere in residence
- Promote leadership opportunities for international students and hold info sessions explaining different roles and experiences (e.g., Housing hiring info session, IESC Peer Mentors, WIC)
- Achieve ALP-specific Community Development Model requirements

6. Maintain open communication and manage administrative duties.

- Work cooperatively with Residence Staff, Sophs, Facilities Management, Residence Life Coordinators, Clerks, and other support staff
- Communicate positively and directly to residents, student leaders and staff, and encourage others to do the same
- Keep up to date on information from ALP meetings (neighbourhood and all ALP meetings)
- Be aware of current ALP projects and events
- Engage Residence Sophs in academic, leadership, and international programming
- Maintain open communication with direct and indirect supervisors through bi-weekly ALP meetings and biweekly 1-on-1 meetings
- Attend and participate in professional development opportunities, including Just-in-Time Training
- Submit all administrative requirements, including log sheets, programming reports and performance reflections, in a timely manner
- Respond to email and voicemail messages on a daily basis
- Build effective and meaningful connections with Living Learning Community Leaders
- Participate in regular meetings with staff team, ALP team, Residents' Council, Programming Coordinator(s), and Residence Life Coordinator(s)
- Assist with the Residence Staff hiring process
- Assist with Fall Preview Day and March Break Open House recruitment events
- Maintain confidentiality and professionalism in job-related issues and in working relationships with residents and staff
- Use effective time-management skills to ensure that academic and job responsibilities are met

7. Ensure that residence policies are upheld and enable the appropriate staff to respond to policy violations and emergencies as they arise.

- Refer students for assistance to campus and community resources (e.g., Residence Counselling, Student Experience, Student Health Services, Ombudsperson, Equity Services, University Students' Council, etc.)
- Have a solid understanding of the Residence Contract as presented by the Division of Housing and Ancillary Services
- Maintain building safety and security within reasonable individual limits
- Ensure all policy violations are pursued in a consistent and fair manner by advising the appropriate staff (e.g., Residence Don, RLC, etc.)

8. Act as a role model of academics, leadership, inclusion, and of respect for self, others, and the community.

- Create an inclusive atmosphere and promote a sense of belonging to the building and campus community for each resident
- Respect the dignity and diversity of each resident and encourage the same from others
- Attend weekly Council meetings as the staff liaison to provide support and guidance regarding Council initiatives
- Demonstrate academic effort as a priority of residence life
- Refrain from behaviours that would undermine their position of leadership
- Adhere to all written and verbal protocols established by the Division of Housing and Ancillary Services