Communications Assistant C (Residence Life Facilitator) Job Posting – 2019/2020

McGill Residence Life is hiring seven (7) Communications Assistant C roles (hereby known as Residence Life Facilitators) for the 2019-2020 academic year. Applicants must be returning McGill students. This position is for live-out, part-time programming staff that work with our downtown undergraduate residences.

In our ongoing efforts to build and maintain a diverse, respectful and equitable safe(r) space, we welcome applications from students of all genders, races, ethnicities, abilities and backgrounds.

APPLICATIONS MUST BE SUBMITTED ON eREZLIFE BY SUNDAY, MARCH 3rd AT 11:59PM.

Position Summary:
Under the general direction of the Residence Life Advisor, Residence Life Facilitators plan and produce events in McGill Residences throughout the academic year.

This team also works collaboratively with Floor Fellows. They also provide administrative support to assist in the overall functioning of the Residence Life Office.

Job Content:
• Help to plan, coordinate and attend Residence Welcome Week Events
• Assist with administrative preparations for Floor Fellow Orientation.
• Prepare informative presentations during Floor Fellow Orientation and provide information regarding programming throughout the academic year
• Promote participation in residence councils to all new residence students.
• Prepare all materials for Hall Council Elections, including but not limited to promotional materials and ballots.
• Assist with the planning and coordination of Residence Hall Council Orientation(s) in October 2019 and any subsequent orientation sessions throughout the academic year, including but not limited to Disorientation.
• Schedule and attend regular office hours and team meetings ongoing throughout the year.
• Meet regularly with the Residence Life Facilitator Team and the Residence Life Advisor.
• Expected to support other portfolios by attending and facilitating Residence Life events (evenings/weekends may be required).
• Keep individual portfolio up to date (see below).

Period of Employment:
August 1, 2019-April 30, 2020

Breakdown of Hours:
25 hours per week in August
15-20 hours per week in September
10-12 hours per week in October through April
Title of Immediate Supervisor:
Michael Mercer, Residence Life Advisor

Place of Work:
Residence Life Office (University Hall, Office 003, 3473 rue University)

Communications Assistant Cs (Residence Life Facilitators) work to implement the following programs within McGill Residences:

Inter-Residence Council (2 positions available)
- Coordinate IRC, Hall Council elections.
- Support IRC and Hall councils throughout the year in office hours and at IRC meetings.
- Offer institutional memory to councillors.
- Provide unbiased conflict resolution.

Residence Wars
- Schedule, promote, and organize the calendar of Residence Wars competitions.
- Organize judges, referees, and infrastructure for Residence Wars competitions.
- Book space and equipment for events and competitions.
- Meet regularly with councils’ Spirit Representatives to keep them informed about the Residence Wars calendar.

Community Engagement and Equity
- Offer residence students advice and resources to connect with community organizations (volunteering, activism, education, social justice).
- Facilitate meetings of the Community Engagement and Equity Committee (CEEC)
- Act as a resource person to the CEEC in their efforts to plan events and community build
- Act as a resource person to councils and Residence Life on matters related to equity and anti-oppression.

Academics and Learning in Residences
- Communicate with students to nominate faculty members to provide informational lectures within residence
- Communicate with Residence Staff to organize and promote lectures.
- Prepare spaces and refreshments for each lecture.
- Liaise with floor fellows and Council members to increase engagement with residence councils.
- Help organize and implement academic advising in Residences

Wellness in Residences
- Liaise with McGill community members and community organizations around the implementation of health-oriented programming in residences alongside the Local Wellness Advisor (LWA)
• Help schedule, promote and organize events to promote both mental and physical wellness, self-care and the development of life skills.
• Communicate with internal and external groups to bring speakers, educators, and partners to residence to promote student wellness.

**Sustainability & Environmental Residence Council**
• Help coordinate IRC and Environmental Residence Council (ERC) elections
• Support ERC, Food Reps and Bike Reps throughout the year in office hours and at meetings
• Offer institutional memory re: sustainability initiatives
• Provide unbiased conflict resolution to the ERC
• Liaise with SHHS’ Food and Dining and Facilities Sustainability Coordinators to increase and maintain sustainable initiatives in Residences.

**Qualifications:**
• Applicants must be full-time McGill students in good standing throughout the 2019-2020 academic year
• Strong ability to work in a team, leading and following as the case may warrant
• Ability to follow through on project timelines independently
• Knowledge of, and experience participating in McGill residence programming an asset, but not a requirement
• Ability to communicate professionally with students, McGill staff and outside contacts
• Ability to connect with students through different channels (i.e., in person, through social media)
• Willingness to be flexible, to learn and to give and receive feedback
• Desire to create a safer space in Residences and on campus

This position is covered under the AMUSE Collective agreement.

Please direct any questions about the position or the application to residence.life@mcgill.ca (514 398 2929)