

Position: Returning Residence Education Facilitator

Department: UTM Student Housing & Residence Life

Reports to: Assistant Director, Residence Life and/or their designate(s)

Contract Period:

Fall Term: Commencing at the beginning of the Residence Student Staff Training Institute, August 2023 and concluding December 2023.**

Winter Term: Commencing at the opening of residences, January 2024, and concluding 72 hours after the last checkout in April 2024.**

***Exact dates dependent on the academic calendar, which will be set by the Office of the Registrar**

Nature & Scope:

The position of Returning Residence Education Facilitator requires an individual who is self-motivated, capable of functioning independently and within a group, possesses strong leadership skills, and is willing to commit their efforts to the enhancement of the department of Student Housing & Residence Life.

Under the supervision of the Residence Education & Transition Coordinator, a Returning Residence Education Facilitator is expected to demonstrate a commitment to residence life by working to create a sense of community that motivates academic and personal success and supports intercultural inclusion.

Returning Residence Education Facilitators may be approached by students who have experienced challenges or are impacted by high-risk concerns such as thoughts of suicide, sexual assault, domestic violence, mental health concerns, and self-harm. Returning Residence Education Facilitators are responsible for providing support and connecting students to resources. They do not provide counselling.

Returning Residence Education Facilitators will be trained in these high-risk areas in order to provide an appropriate response and support to residence students. Returning Residence Education Facilitators will be trained and certified in safeTALK suicide awareness.

Duties:

Returning REFs are expected to assume responsibility for their assigned student community and the general undergraduate residence community; to work toward the goal of developing a community of peers supportive of one another, with a focus on academic support; and to promptly report and follow-up on all issues related to their students, whether these be related to school or otherwise. Returning REFs are expected to live in the unit assigned to them and be reasonably accessible to their assigned group of first-year undergraduate students. Returning REFs will work to develop personal relationships with residents to ensure good communication, to prevent isolation, and to foster a cohesive, inclusive community. Returning REFs will act as positive role models for students and develop quality working relationships with their colleagues and Student Housing & Residence Life (SHRL) staff. Returning REFs will be required to complete duties as they are assigned.

All Residence Student Staff are required to attend the two-week Residence Student Staff Training Institute that occurs in the month of August. In addition, staff are required to attend all events and trainings that occur during the academic year. Details and dates will be given upon hiring.

Returning Residence Staff are also expected to promote responsible behaviour to new staff members by role-modelling at all times. The expectation of Returning Residence Staff is to act as a coach and mentor for all new staff and ensure they are the catalyst for team building and new staff learning and discovery.

Minimum Qualifications Required:

Applicants must be a full-time student and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 while employed. Returning REFs whose CGPA drops below 2.0 will be on probation for the duration of their contract, or until their CGPA meets this requirement. Returning REFs below the CGPA requirement will also be required to participate in the Residence Student Staff Academic Support Initiative.

Understanding of the Student Housing & Residence Life operation and familiarity with campus resources and services is an asset. All staff must complete Standard First Aid & CPR Level C and a Vulnerable Sector Check through their local Police Department prior to the start of their contract.

Remuneration:

The hours expected of a Returning Residence Education Facilitator vary according to challenges that may arise. However, in addition to programming and staff meetings, Returning Residence Education Facilitators are expected to be reasonably available to the students in their area. In return, Returning Residence Education Facilitators receive their residence room at no cost, and a \$600 stipend (\$300 at the end of each term – fall and winter).

Additional Notes:

- The incumbent **must** be available for the Residence Student Staff Training Institute and Residence Orientation (mid-August through mid-September)
- The incumbent will be required to live in an assigned residence unit for the duration of their contract period.

Vaccine Requirement:

As an employee of the University, you must adhere to the policies determined by the University as it relates to vaccine requirements. To read more about the University of Toronto vaccine policies and exemptions please visit [Guidelines on Vaccination](#).

Interested and qualified candidates will be able to submit applications between November 21, 2022 and January 2, 2023. Please visit the [Student Housing & Residence Life website](#) for more details!