

Position: Returning Living Learning Community Program 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 2024 and concluding December 2024. **

Winter Term: Commencing at the opening of residences, January 2025, and concluding 72 hours after the last checkout in April 2025. **

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

Nature & Scope:

The position of Returning LLC Program Facilitator (LLC PF) 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 & Learning Coordinator, the Returning LLC Program 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 LLC Program 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 LLC Program Facilitators are responsible for providing support and connecting students to resources. They do not provide counselling.

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

Duties:

Returning LLC PFs 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 PFs are expected to live in the unit assigned to them and be reasonably accessible to their assigned group of first-year undergraduate students. Returning PFs will work to develop personal relationships with residents to ensure good communication, to prevent isolation, and to foster a cohesive, inclusive community. Returning PFs will act as positive role models for students and develop quality working relationships with their colleagues and Student Housing & Residence Life (SHRL) staff. Returning PFs 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 training that occurs 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:

- Applicant must be a full-time student and hold a minimum Cumulative Grade Point Average (CGPA) of 2.5 during the application period, time of offer, and throughout the employment contract with SHRL.
- Returning PFs whose CGPA drops below 2.5 will be on probation for the duration of their contract, or until their CGPA meets this requirement. Returning PFs below the CGPA requirement will also be required to participate in the Residence Student Staff Academic Support Initiative.
- Minimum 1 year of Residence Student Staff Experience.
- 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 Living Learning Community (LLC) Program Facilitator vary according to challenges that may arise. However, in addition to programming and staff meetings, Returning Living Learning Community (LLC) Program Facilitators are expected to be reasonably available to the students in their area. In return, for the duration of their contract, Returning LLC Program Facilitators are provided a residence room valued up to \$13,717.00*, and a \$600 stipend (\$300 at the end of each term – fall and winter). Please note that the residence room is considered a taxable benefit and form part of the incumbent's taxable income.

**Rates calculated based on the 2023-2024 residence fees, and subject to change pending 2024 fees*

Additional Notes:

- Additionally, the following courses are a requirement for the LLC PF positions:
 - Life Sciences LLC PF candidates must have successfully completed BIO152 and BIO153
 - Pre Med LLC PF (formerly Biology LLC) candidates must have successfully completed BIO208 and BIO209 (or BIO210)
 - First Year (FY) Foundations LLC PF (formerly Foundations LLC) candidates must have successfully completed ISP100
 - Computer Science LLC PF candidates must have successfully completed CSC108 and CSC148
 - CCIT (Communication, Culture, Information, & Technology) LLC PF candidates must have successfully completed CCT109 and CCT110
 - Education LLC PF are encouraged (but not required) to have completed EDS101 (preference will be given to those who have successfully completed EDS101)
 - LEAF (Leaders for an Environmentally Aware Future) LLC PF candidates are encouraged (but not required) to have completed ENV100
 - Global LLC PF candidates are encouraged (but not required) to have completed ANT102
 - **New for 2024-2025** Business LLC PF candidates must be in a program of study related to business (preference will be given to those in Commerce and/or Management)
- 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 Monday December 4th, 2023, to Monday January 8th, 2024. Please visit the [Student Housing & Residence Life website](#) for more details!