

Position: Business 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, September 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 Business 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 Business 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.

The Business LLC Program Facilitator 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. LLC Program Facilitators are responsible for providing support and connecting students to resources. They do not provide counselling.

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

Duties:

The Business LLC PF is 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; and to promptly report and follow-up on all issues related to their students, whether these be related to school or otherwise. The Business LLC PF is expected to live in the unit assigned to them and be reasonably accessible to their assigned group of first-year undergraduate students. The Business LLC PF will work to develop personal relationships with residents to ensure good communication, to prevent isolation, and to foster a cohesive, inclusive community. The Business LLC PF will act as positive role models for students and develop quality working relationships with their colleagues and Student Housing & Residence Life (SHRL) staff. LLC PFs will assist in the planning, coordination, and facilitation of programs specific to their LLC. The Business LLC PF will be responsible for connecting with the professors of the course(s) connected to the program. The Business LLC PF 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.

Minimum Qualifications Required:

Applicants 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. If CGPA drops below a 2.5 during the contract, the LLC PF will be on probation for the duration of their contract, or until their CGPA meets this requirement. LLC PFs 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 Business LLC Program Facilitator vary according to challenges that may arise. However, in addition to programming and staff meetings, LLC Program Facilitators are expected to be reasonably available to the students in their area. In return, for the duration of their contract, the Business LLC Program Facilitator 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 course is a requirement for the Business LLC PF positions:
 - 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)
 - Candidates must have successfully completed MGM 101 and MGT 120 or MGM 102
- 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 their resume and cover letter to reshiring.utm@utoronto.ca by **Sunday, September 29th by 11:59pm EST**. Please visit the [Student Housing & Residence Life website](#) for more details!