



**Position: Living Learning Community Peer Academic Leader (LLC PAL)**

**Department: UTM Student Housing & Residence Life**

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

### **Nature and Scope**

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

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

### **Duties and Responsibilities**

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

Applicants must be a full-time student and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.7 while employed. If CGPA drops below a 2.7 during the contract, the LLC PAL will be on probation for the duration of their contract, or until their CGPA meets this requirement. Residence Student Staff 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 a Vulnerable Sector Screening through their local Police Department prior to the start of their contract.

- Additionally, the following courses are a requirement for the LLC PAL positions:
  - LifeSci LLC PAL must have completed BIO152 and BIO153
  - Bio LLC PAL must have completed BIO208 and BIO209 (or BIO210)
  - Foundations LLC PAL must have completed a UTM ONE course, UTM118 preferred
  - CompSci LLC PAL must have completed CSC108 and CSC148



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- CCIT LLC PAL must have completed CCT109 and CCT110
- LEAF LLC PAL must have completed ENV100
- New for 2021-2022: Education LLC PAL must have taken an EDS course, Education Studies minor preferred.

**The incumbent must be available for the Residence Life Training Institute and Residence Orientation  
(mid-August through mid-September)**

### **Contract Period**

#### Fall Term:

Commencing at the beginning of the Residence Student Staff Training Institute, August 23, 2021 and concluding December 2021.

#### Spring Term:

Commencing at the opening of residences, January 2022, and concluding 72 hours after the last checkout in April 2022.

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

### **Hours and Remuneration**

The hours expected of LLC PALs vary according to challenges that may arise. In addition to one-on-ones with students, regular programming, and staff meetings, LLC PALs are expected to be reasonably available to their community. In return, the LLC PAL will receive their residence room as a taxable benefit, and a \$600 stipend contingent upon the successful fulfillment of the Student Staff Performance Standards.

Please visit the [Student Housing & Residence Life website](#) for more details!