Global LLC (Living Learning Community) Developer (1 position available)

**Department:** UTM Student Housing & Residence Life  
**Description:** Part-time Casual  
**Reports to:** Supervisor, Residence Education  
**Time Commitment:**  
- May 31st, 2021 - November 12th, 2021: 18-25 hours/week, occasional weekends  
**Important Dates:**  
- RSS Training Institute – August 21st-September 6th  
- Move In & Orientation Week – September 4th-12th.  
**Remuneration:** $18.00-$23.00/hour

**Position Overview:**  
The Global LLC Developer will work with the Residence Education Team to develop and implement the new Global LLC. Working directly with the Global LLC Working Group (GLLCWG), the Global LLC Developer is involved in all aspects of the planning and execution, including event planning and logistics, campus stakeholder engagement, marketing and documenting. The primary role of the Global LLC Developer is to ensure the bigger picture goals and timelines are maintained. Previous experience working with Living Learning Communities and/or Residence Education is an asset.

**Position Competencies:**

**Project Management**  
- Prioritizes tasks and projects through systematic and timely processes.  
- Delegates effectively, holding members accountable to assigned tasks.  
- Asks for help with projects and tasks where needed.  
- Demonstrates active engagement in planning, designing, and implementing change initiatives.  
- Understands own possibilities and limitations in facilitating change.

**Communication**  
- Communicates effectively with colleagues and peers through both written and oral mediums.  
- Addresses conflict and issues constructively and in a timely manner, using solution-oriented behaviour.  
- Understands the holistic value of engaging in dialogue for the purpose of hearing varied viewpoints and perspectives.  
- Promotes trust through transparent and consistent communications.  
- Asks for feedback from a variety of relevant sources.

**Critical Thinking**  
- Observes organizational processes, practices, and outcomes, and considers possible improvements.  
- Considers new perspectives on organizational relationships and processes.  
- Plans with an awareness of foreseeable outcomes using a range of perspectives to inform self and others.  
- Understands context in decision-making.

**Global perspective and engagement**  
- Understands and analyzes the interconnectedness of societies worldwide  
- Develops and demonstrates intercultural competency and exhibits appropriate stewardship of human, economic, and environmental resources  
- Identifies one’s own individual agency in a global perspective

**Primary Responsibilities:**
**General Responsibilities**
- Make decisions for the Global LLC with the Global LLC Working Group (GLLCWG) while always considering the potential impact on and needs of our incoming students.
- Sit on the GLLCWG and providing administration support for meetings.
- Establish and maintain a positive rapport with the full-time staff members, GLLCWG members, Residence Student Staff, Global LLC participants, and other University partners.
- Provide input regarding the allocation of funds in the budgeting process when needed.
- Meet regularly with the GLLCWG to give direct updates and to be assigned projects.
- Keep the GLLCWG well-informed of any pertinent activity within the Global LLC.
- Provide input for future upper-year community.
- Supporting additional LLC projects as required.

**Event Planning, Execution, and Analysis**
- Develop a detailed timeline for the community including major events and operational needs.
- Work with GLLCWG and SHRL Staff to design, plan, and execute the “Global Speakers” series 4 times over the year.
- Work with REC and Residence Education staff to design, plan and implement a final capstone event with Global LLC participants.
- Work with the REC to execute logistics for hiring Global LLC student-staff.
- The MIO Coordinator will be required to take detailed records, capture reflections, and photographs to help in the creation of a final Global LLC manual.
- Assist in the development of a report at the end of their term.

**Promotions and Marketing of the Global LLC**
- Work with the REC, Communications Coordinator, and SHRL staff to develop a comprehensive promotions and marketing campaign for the Global LLC.
- Develop a variety of platforms designed to reach incoming students, including but not limited to:
  - Website
  - Social Media
  - Email advertisements
- Use creative and innovative concepts to promote Global LLC programming.
- Attend and support Global LLC events

**Community Impact**
If successful in their role, the Global LLC Developer will execute high-impact programming that facilitates a positive transition for Global LLC participants and all undergraduate students to UTM's Student Housing & Residence Life. The Global LLC will welcome all new students regardless of their gender identity or expression, sexual orientation, race, faith-based tradition, or any other qualities unique to the diverse UTM population.

Interested and qualified candidates should submit applications by May 2nd at 11:59 p.m. Please send a PDF file that includes a cover letter and resume to laura.mammone@utoronto.ca.