



2022 – 2023 Assistant Activities Coordinator (AAC) Job Description

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavor to promote the mission and vision of the university. Employees are expected to contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

An Assistant Activities Coordinator (AAC) is a student who, because of maturity, integrity, academic success and interest in others, has been selected to support the Community Advisor – Student Activities and the Residence Office with various aspects of the residence life program and residence administration. The Assistant Activities Coordinator (AAC) shall promote, by personal example and guidance, a mature and conscientious attitude toward scholarship, the philosophy of the residence at St. Jerome's University, and the goals of the Student Affairs department.

Contract Period

The official date of employment commences at August Training where you will be provided your contract and additional hiring documentation. You will also be periodically communicated to throughout the summer months prior to August training with some potential administrative tasks. The position concludes after the University examination period in April 2023. Following offers of employment, any behaviour that is contrary to the expected conduct of any residence life staff members will result in an immediate review of your employment offer.

Roles and Responsibilities:

1. General Responsibilities

- The commitment to the position of Assistant Activities Coordinator (AAC) begins with August Training and concludes in April after the University examination period

2. Community Development and Student Support

- Promote the "spirit" of the residence and St. Jerome's University by creating a home-like atmosphere, a place of holistic personal growth, and a caring, supportive presence
- Maintain an active presence within the St. Jerome's community
- Cultivate an inclusive community for all SJU students
- Plan and promote St. Jerome's programs reflecting both community and student needs
- Demonstrate care and concern for the well-being of students
- Build relationships with students throughout the St. Jerome's community
- Refer students to campus supports and resources when appropriate
- Manage and mentor a team of 3-6 Student Activities Team Members

3. Professional Responsibilities

- Respond to email, phone and voicemail requests from professional staff in an appropriate time frame using designated platforms



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- Manage schedule to ensure academic and personal needs are balanced with the Assistant Activities Coordinator (AAC) role
- Maintain confidentiality of sensitive information disclosed by students and staff
- Know and observe the standards, rules and regulations of St. Jerome's University and the residences and effectively communicate them to other residents.
- Collaborate with other student leaders, Community Advisors, and the residence office to support engagement efforts both on campus and in residence
- Support safety and security efforts of the University
- Uphold residence and university policies in addition to governing laws of the land

COVID-19

- As we navigate our way through the COVID-19 pandemic, it is very challenging to predict what the 2022-2023 academic year will look like on our campus. As such, AACs are expected to be adaptable to the ebbs and flows of the COVID landscape. AACs will be expected to be leaders in this domain, role modeling changes and appropriate pandemic behaviour not just to students, but also to the SATs as well.
- Programming expectations will be largely dictated by the pandemic. **It is possible that programming will need to occur virtually.** If in-person programming is possible, it is likely that COVID measures will need to be considered and implemented. This could include but is not limited to: Mask wearing, small group sizes or programming in cohorts to meet gathering limits, physical distancing, outdoor programs instead of indoor programs etc.

Working Conditions

- This is a part-time position and the hours are expected to be flexible and correspond with the happenings of residence life and the St. Jerome's community

Compensation

- Stipend of \$1000/term

Important Dates

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| August Training | August 21 – September 4, 2022 |
| Fall Move-in | September 2022 |
| Orientation Week | September 2022 |
| Fall Open House | TBD |
| March Open House | TBD |

Please note these dates are subject to change. If changes are required you will be notified in a timely manner.

Co-op/Field Placement Information

Should you be enrolled in the co-operative education program or in a course requiring a field placement that will take place during your employment with the Residence Office, you must make that apparent to the department. There are additional requirements that co-op



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students must follow should they hold a position with the Residence Office which can be provided upon successful hiring.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

- Must be enrolled as a full-time student for the contract term
- Remain in good academic standing prior to and during contract term
- A passion for leadership; Excellent communication skills; Positive attitude; Team player
- Demonstrated positive contribution to the residence community (and a clean student conduct record)
- Prior to the commencement of the term of the contract, each Assistant Activities Coordinator candidate must complete the following:
 - Pre-service orientation and information sessions (1-2 days in April);
 - Pre-service summer online learning modules (1-3 hours of reading and correspondence);
 - Residence Life August Training Program (2 weeks in August);
 - Any other Institutional requirements deemed necessary.

Please visit <https://www.sju.ca/student-leadership-0> for how to apply. Applications due January 31st, 2022.