



Off-Campus Community Leader Position Description Fall 2022/Winter 2023

Nature and Scope

An Off-Campus Community Leader (OCCL) is a student who, because of maturity, integrity, academic success, and interest in others, has been selected to support the Student Affairs Team responsible for residence and student life with various aspects of the residence and student life program and administration. The OCCL 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 with your contract and additional hiring documentation. Your employment continues through the Fall 2022 and Winter 2023 terms and concludes at the end of the April 2023 Exam Period. Following offers of employment, any behaviour that is contrary to the expected conduct of any residence and student life staff members will result in an immediate review of your employment offer.

Specific Accountabilities

The responsibilities for this position can be subdivided into three main categories that include the following:

1. General Responsibilities

- a. Reports to the Community Advisors for Student Activities (CASAs) and the Community Life Assistant (CLA)
- b. Lead a select group of off-campus SJU students and serve as the primary resource/point of contact to students within that assigned community
- c. Foster meaningful one-on-one relationships as well as group community bonding with their assigned students
- d. Develop and implement in-person and virtual student life programming for their assigned community, including event plans and post-event reflections
- e. Regularly communicate with students in their community and provide updates from Residence and Student Life staff

2. Community Development and Student Support

- a. Promote the "spirit" of the St. Jerome's University community by creating a virtual community atmosphere, a place of holistic personal growth, and a caring, supportive presence
- b. Maintain active collaboration with Student Activities and encourage their students to participate in programming to create an integrated student experience for both on and off-campus students
- c. Cultivate an inclusive community for all students
- d. Demonstrate care and concern for the well-being of students
- e. Build relationships with students in your community
- f. Be knowledgeable of, and refer students to campus supports and resources when appropriate



3. Professional Responsibilities

- a. Respond to email, phone and message requests from professional staff and students in an appropriate time frame using designated platforms
- b. Manage schedule to ensure academic and personal needs are balanced with the OCCL role
- c. Attend monthly Student Activities and Residence Life student staff social/professional development sessions
- d. Maintain confidentiality of sensitive information disclosed by students and staff
- e. Know and observe the standards, rules and regulations of St. Jerome's University and effectively communicate them to other residents.
- f. Update the Community Life Assistant within 24 hours concerning student support incidents
- g. Support safety and security efforts of the University
- h. Uphold University policies in addition to governing laws of the land

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:

- Eligible to work in Canada
- Must be enrolled as a full-time upper year student (in classes or on co-op) 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 AAC candidate must complete the following:
 - Pre-service summer online learning modules (1-3 hours of reading and correspondence);
 - Attend August Training (August 22, 2022 – September 3, 2022)
 - First Aid and CPR is an asset;
 - Any other Institutional requirements deemed necessary.

Working Conditions

- This is a part-time position (approx. 5-8 hours per week) and the hours are expected to be flexible and correspond with the happenings of the residence and student life program
- This position does not include a room in the residence building

Compensation

- Two \$1000 stipends paid in November 2022 and March 2023

Important Dates

August Training	August 22 - September 3 (OCCL must be able to attend in-person training sessions on SJ campus for this duration)
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ST. JEROME'S UNIVERSITY

Orientation Week	September 3 – 9
Student Leader Hiring	February 2023

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 and Student Life Department, you must make that apparent to the department. There are additional requirements that co-op students must follow should they hold a position with the Residence Life and Student Department which can be provided upon successful hiring.