



ST. JEROME'S UNIVERSITY

Student Activities Team Member (SAT) Position Description Fall 2024/Winter 2025

Position: Student Activities Team Member (SAT)
Department: SJU Student Affairs, Student Activities
Terms: Fall 2024, Winter 2025
Number of Positions: 20
Hours: 5-7 hours per week
Reports to: Community Life Assistant, AAC, CASA

General Accountability

A member of the Student Activities Team (SAT) is a positive and enthusiastic St. Jerome's community member who is reliable, dependable and creative and is looking to enhance their leadership portfolio and gain valuable experience working with other student leaders and St. Jerome's University administration.

Nature and Scope

An SAT member is an upper year full time undergraduate student that works with the Assistant Activities Coordinator (AAC), the Community Advisor of Student Activities (CASA) and ultimately, a Student Affairs Staff member (or their delegate) to provide diverse, interest-based programming that appeals to all students who are affiliated with St. Jerome's University. This position is for the Fall 2024 and/or Winter 2025 term(s).

A member of the Student Activities Team (SAT) is:

- A full-time student (in classes or on co-op);
- A leader in the St. Jerome's community;
- A role model that represents the values of St. Jerome's on and off campus;
- An active example that embodies a life of respect for self and others;
- Someone with a strong desire for St. Jerome's University;
- Open, honest, reliable, committed;
- Creative and passionate;
- Executer, doer, engager;
- Idea generator, promoter, advertiser;
- Supporter, reflective, critical thinker.

Specific Accountabilities

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

1. General Duties

- Work with an AAC and the CASAs to provide diverse, interest-based programming that appeals to all St. Jerome's University students with a goal of ensuring a healthy and balanced campus climate through student activities that complement the academic mandate of the University and add value to the overall student experience.
- A member of the SAT is a role model who personally embodies the mission of St. Jerome's and works with other members of the SAT, an AAC and the CASAs to plan, promote, coordinate, and execute student activities.

2. Specific Duties

- Must attend SAT Training the last weeks of August (official dates to be determined)



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- Must attend weekly SAT sub-team meetings and monthly SAT professional development sessions
 - Required to attend weekly planned activity and support other sub-teams in their events
 - Report directly to their AAC and ultimately a Student Affairs Staff member
3. **Professional**
- Respond to email, texts, and messages from professional staff (including CASAs and AACs) in an appropriate time frame using designated platforms
 - Manage personal schedule to ensure academic and personal needs are balanced with the SAT 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 and Student Affairs Staff to support engagement efforts both on campus and in residence
 - Support safety and security efforts of the residence and the University
 - Uphold residence and university policies in addition to governing laws of the land
4. **Administrative**
- Assist AACs with term program plans, event plans, and post-event assessments in a timely manner
 - Attend weekly team meetings with your subteam
 - Attend any Professional Development offered to student leaders

Working Conditions

- This is a part-time, volunteer position and the hours are expected to be flexible and correspond with the happenings of residence life and the residence community

Training, Development and Important Dates

SATs will participate in a mandatory on-campus training program before the commencement of the Fall 2024 term. Dates and high-level details on August training to be confirmed.

In recognizing the importance of on-going learning and development, the SATs will participate in relevant training, learning, and development throughout the duration of their role and contract period on an on-going basis.

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| • Pre-service Orientation | TBD - Date in April 2024 |
| • You @ Waterloo Day | May 25th, 2024 |
| • Arts Ready Event | TBD – Date in July 2024 |
| • Online Training Modules | Summer 2024 |
| • Administrative Tasks | Summer 2024 |
| • Training: | August 19th – 30th, 2024 (Expectation is to live in residence for the entirety of the training program) |
| • Fall Move-in | Saturday, August 31st, 2024 |
| • Orientation Week | September 1st-7th, 2024 |
| • Fall Open House | November 2024 |
| • March Open House | March 2025 |
| • Ongoing PD/Training | Throughout the Fall & Winter term |



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

SATs will be provided with training, coaching, and on-going development in the following areas:

- Conflict mediation
- Equity, diversity, and inclusivity
- Campus services and resources
- Communications and outreach
- Relationship building
- Team and personal development
- Social Media training
- Orientation training
- Event facilitation
- The House system

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 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 Department which can be provided upon successful hiring.

QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT

- Must be enrolled as a full-time or part-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)
- Capacity to excel independently as well as a member of a team
- Strong desire to work in a team environment within the St. Jerome's community
- Positive attitude
- Creative thinker, problem solver, solutions oriented
- Possess initiative, self-motivated

Contract Period

Your employment begins in the summer, including August training, and concludes after the University examination period in April. 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.

Application Instructions:

Interested applicants are asked to apply via an [online form](#) by 11:59PM on Thursday, April 4th, 2024. Should you have any questions about the application process for the SAT role, please be in touch with Leslie Moss at lnmoss@uwaterloo.ca.

The university respects, appreciates, and encourages diversity. Applications from all qualified individuals are encouraged.