Frost Leader Advisor Position Description

Frost Week is held during the first week of Winter term and acts as an opportunity to welcome back St. Jerome’s students and welcome new members to the community. It consists of multiple fun events, often winter-themed, to help foster a sense of community and belonging amongst students. Past events have included movie nights, a gingerbread house competition, and Coffee House. These events are planned and facilitated by Frost Leaders who are led by Frost Leader Advisors. Frost Week is open to both residence and Off-Campus Community students and may consist of both in-person and virtual components. Frost Week 2022 is being held from Wednesday, January 5th to Sunday, January 9th, 2022.

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.

General Accountability

A Frost Leader Advisor is a positive and enthusiastic St. Jerome’s community member who is reliable, dependable, creative, a stand-out leader, and is looking to develop their leadership skills, in particular, pertaining to team leadership. The Frost Leader Advisor will work directly with the Spiritual and Student Development Advisor, the Community Life Assistant, Assistant Activities Coordinators, but mostly, the Frost Leader team.

Nature and Scope

A Frost Leader Advisor (FLA) is an upper year full-time undergraduate student who has past student leadership experience. They will be directly responsible for the Frost Leader Team, including some small training, budgeting, meeting execution, and team leadership. The FLA is responsible to the Spiritual and Student Development Advisor, the Community Life Assistant, and ultimately, the Director of Student Affairs. The FLA must be available for some planning meetings with the Frost Leaders throughout the December exam period.

Specific Accountabilities

The responsibilities for this position include:

1. **General Duties**
   - Work with the Frost Leaders to plan diverse, interest-based programming that appeals to all St. Jerome’s University students
   - Work with the Spiritual and Student Development Advisor and the Community Life Assistant on budgeting, team leadership, and guiding the Frost Leaders towards a successful Frost Week

2. **Specific Duties**
   - Must plan and run Frost Leader meetings throughout the exam period
   - Manage a budget provided by the Spiritual and Student Development Advisor and the Community Life Assistant
   - Act as a role model and guide for the Frost Leaders
   - Be available to attend Frost Week events and provide guidance or support as necessary
3. **Specific Dates**

- Frost Week (Wednesday, January 5th - Sunday, January 9th, 2022. All Frost Leader Advisors and Frost Leaders will arrive early on January 5th, 2022 to begin preparations for Frost Week.)
- Attend weekly meetings with Spiritual and Student Development Advisor and the Community Life Assistant
- Facilitate bi-weekly meeting with Sub-Team (more if needed)
- Attend FLA training (half day, November 7th, 2021)
- Facilitate Frost Leader training (half day, December 5th, 2021)
- Attend/Facilitate Frost Week Debrief (January – exact date TBD)
Frost Leader Advisor Application

A Frost Leader Advisor (FLA) is an upper-year full time undergraduate student who has past student leadership experience. Those leaders interested in this role must fill out an application with the following information.

**Phase I: Frost Leader Advisor Application**

Complete all fields contained within the Frost Leader Advisor Application form.

1. Respond to all questions in the PERSONAL INFORMATION and APPLICATION QUESTIONS portions of this form
2. Complete applications should be submitted to sjulife@uwaterloo.ca by Monday, November 1st, 2021.

**Phase II: Panel Interview**

The Selection Committee will contact individuals for an interview. Interviews will be scheduled on November 4th, 2021. The panel is composed of the Spiritual and Student Development Advisor, and the Community Life Assistant.

**Phase III: Announcement of Successful Candidates**

Successful candidates will be notified via email on Monday, November 8th, 2021.
Frost Leader Advisor Application

St. Jerome’s University requests this information for the purpose of processing your application for a student leader position. Responses to all items are required. If you fail to provide the required information, your application will not be considered. Please familiarize yourself with the position profiles before completing this application.

APPLICATION SUBMISSION REQUIREMENTS

3. Respond to all questions in the PERSONAL INFORMATION and APPLICATION QUESTIONS portions of this form
4. Complete applications should be submitted to sjulife@uwaterloo.ca by Monday, November 1st, 2021
5. Upon submitting this application, you will be asked to sign up for an interview time.
6. Please use this sheet as a cover sheet to your application

PERSONAL INFORMATION

Name: ____________________________ University ID: ________________________

Age: ____________________________ Year of Academic Study: ________________________

Email: ____________________________ Cell Phone #: ____________________________

Faculty: ____________________________ Program: ____________________________

WRITTEN APPLICATION

Please answer the following questions to the best of your availability:

1. Why do you want to be a Frost Leader Advisor, and what skills do you hope to gain from the position?

2. What does a successful Frost Week look like to you?

3. Student leaders hold significant power and privilege in the SJ community. How might you use these to positively contribute to the student experience in your role as a Frost Leader Advisor?