



Off-Campus Community Leader (OCC Leader) Position Description 2024-2025

Position: Off-Campus Community Leader (OCC Leader)

Department: SJU Student Affairs, Residence and Community Life

Terms: Fall 2024, Winter 2025, (can apply for one or more terms)

Number of Positions: 1

Hours: 2-10 hours per week

Compensation: \$1,000/term

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 OCC Leader is a role designed to assist the Residence and Community Life Team provide meaningful programming and create a sense of connection and belonging for off campus students. The OCC Leader will work closely with all other Student Leader teams to promote the overall community and programming goals of the Student Affairs department. The OCC Leader will facilitate OCC programming with the goal of building community and a sense of belonging for students connected to SJU but not living at SJU. To achieve this goal the OCC Leader will work closely and collaborate with other SJU Student Leaders, and the Residence and Community Life Team within Student Affairs.

An OCC Leader is self-motivated, capable of functioning independently and within a team setting, possesses strong interpersonal and communication skills and is willing to commit their efforts to enhance student belonging and sense of connection on-campus.

Roles and Responsibilities:

1. General

- Serve as a connection between the Off-Campus Community, the broader Student Leader Groups, and Student Affairs team
- Implement programming that reflects St. Jerome's mission, vision, and the goals of the Off Campus Community
- The commitment to the position begins with August Training and concludes after the examination period of the contracted term

2. Community Development and Student Support

- Promote the "spirit" of St. Jerome's University by creating a home-like atmosphere, a place of holistic personal growth, a study environment, and a caring, supportive presence
- Maintain an active presence on campus
- Cultivate an inclusive off-campus community
- Build relationships with students and support their building relationships with each other
- Refer students to campus supports and resources when appropriate



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- Adhere to all SJU and SJU Student Affairs policies and procedures
- Support, develop, organize, and implement OCC events
- Maintain confidentiality of sensitive information disclosed by students and staff
- Support and attend recruitment and orientation events such as You @ Waterloo Day, Arts Ready, and Open House events

3. Professional

- Respond to communication from professional staff in an appropriate time
- Manage personal schedule to ensure academic and personal needs are balanced with the OCC Leader 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

- Complete term program plans, event plans, and post-event assessments in a timely manner
- Connect regularly with Residence and Community Life Team

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 residence community

Training, Development and Important Dates

OCC Community Leaders 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 OCC Leader 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 |



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- March Open House March 2025
- Ongoing PD/Training Throughout the Fall & Winter term

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

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
- 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

The official date of employment commences at March Meet & Greet where you will be provided your contract and additional hiring documentation. You may apply for and be contracted for Fall/Winter, or Fall only or Winter only of the 2024/2025 academic year. Your participation in August training will be required. 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 Sunday, March 31st, 2024. Should you have any questions about the application process for the Off Campus Leader role, please be in touch with Rebekah DeJong at rjdejong@uwaterloo.ca.

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