



Residence Life Coordinator Residence Services, University of Victoria

Reporting to the Manager, Residence Life and Education, the Residence Life Coordinator (RLC) is responsible for developing a positive living environment, based upon mutual respect and dignity that promotes academic success, leadership development, citizenship and involvement, personal growth, and inclusion among student staff and residence students.

The RLC is responsible for overseeing a residence area comprised of two to eight residence halls/apartment complexes that accommodate between 300 – 800 residence students. The RLC is responsible for the supervision, mentoring and overall performance management of a unionized student-staff team comprised of one to two Senior Community Leaders (SCLs), and 8-22 Community Leaders (CLs)/Residence Education Community Leaders (RECLs).

The RLC is responsible for creating and promoting student leadership opportunities, for implementing student conduct policies and procedures, and for assisting in the creation, development and promotion of residence education programming. The RLC will also lead and/or contribute to other programs and activities such as para-professional training and development, and specific projects designed to enhance the residence life experience and to improve the overall effectiveness of the residence life team and residence community. The RLC is responsible for participating in the overall on-call and emergency management program and for engaging in the constant assessment of risk-management for the department and the University.

The RLC will be an engaging and positive representative on various University committees and special projects as assigned on behalf of Residence Services. The RLC will lead a number of project specific initiatives in support of the Residence Life and Education program that will be reviewed and assigned on an annual basis.

The Residence Life Coordinator (RLC) is required to live on site as part of the emergency response management team for Residence Services. The RLC will participate in an on-call rotation for one week (Monday to Sunday) every five weeks. The RLC position is a two-year appointment.

Qualifications

- Undergraduate degree required with additional consideration given to those candidates with graduate education in a related field
- Two to five years of experience in a residence environment, with progressive leadership experience
- Proven leadership ability
- Highly developed oral and written communication skills
- Demonstrated conflict mediation skills

- Proven organization skills
- Excellent presentation skills; ability to plan and facilitate group training sessions
- Outstanding interpersonal communication and problem solving skills
- Good judgment and decision-making skills
- Excellent stress and time management skills
- Working knowledge of team building and team dynamics
- Demonstrated creativity and initiative in completing tasks
- Flexible and able to adapt to change
- Proven emergency response skills
- Knowledge of student development theory
- Required to live on campus
- Ability to work on-call shifts as required (~one week every 5 weeks)

Salary and Benefits:

Starting Salary: \$46,691

In addition, living accommodations include a furnished townhouse. This living accommodation is provided at no cost as a taxable benefit.

Application Information:

Interested candidates should email or fax their application to Chelsey Evans, Manager, Residence Life and Education, Residence Services, University of Victoria.

Application Deadline: Monday, March 20th, 2017

Email: res.mgr@uvic.ca

Fax #: 250 721 8930

For the full job description, [click here](#).