



UNIVERSITY OF ST. MICHAEL'S COLLEGE JOB OPPORTUNITY

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| Position Title: | Assistant Dean, Residence Life |
| Department: | Office of the Dean of Students |
| Supervisor | Dean |
| Hours: | 9am to 5pm / 35 hours per week (on-call duties) / flexible schedule required |
| Terms: | 1 Year Contract / Maternity Leave Replacement |
| Salary: | \$1,251.34 per week (\$65,069 annually) |
| Posting Date: | August 3, 2017 |
| Closing Date: | August 18, 2017 |
| Apply to: | hr.stmikes@utoronto.ca Attention: Human Resources Officer (please include position title in subject line of email when submitting resume and cover letter) |

Profile: The University of St. Michael's College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, "Teach me goodness, discipline and knowledge," sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael's College boasts a large and dynamic undergraduate division, an acclaimed Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

Summary: Under the direction of the Dean of Students, the Assistant Dean, Residence Life (ADRL) is responsible for overseeing residence life programming for 550 students living across 5 buildings in the St. Michael's College Student Residence. The ADRL promotes community and the personal growth of residents through program development and implementation, and through the management of a team of 16 Residence Dons. The ADRL responds to crisis situations and plays an active role in the case management of students in difficulty. The ADRL provides mediation and para-counselling for residents, provides referrals, investigates policy violations, enforces the Residence Agreement, and gives recommendations to the Dean regarding readmission decisions. The ADRL is also responsible for providing mentorship and guidance to the St. Mike's Residence Council (SMRC) and other student leaders on campus. The ADRL works closely with various departments at the College to ensure the quality of the residence experience is maintained, and to promote the college's mission and values as a Catholic University, federated with the University of Toronto. The ADRL must live in close proximity to the campus and is required to be on call evenings and weekends and respond to after-hours emergencies. The ADRL provides leadership and has decision-making responsibilities in the absence of the Dean of Students.

QUALIFICATIONS

Formal Education: University Degree in a related discipline or an equivalent combination of education and experience. Graduate degree in a related field an asset.

Experience: Minimum 3 years full-time experience working in a university or college in either a Residence Life or Student Life setting (or comparable). Proven experience managing, motivating and training student staff and volunteers. Experience living-in a university or college residence program definitely an asset. Experience with educational and mission oriented institutions preferred.

Computer Skills: Ability to work with a broad range of software including Windows, Mac, Access, Word, StarRez among others.

Other: Excellent communication and mediation skills. Demonstrated experience with casework and counselling/advising, preferably in a University setting. Excellent writing and public speaking skills. Ability to exercise common sense, sound judgement, tact, discretion and diplomacy. Demonstrated problem-solving, leadership, supervisory and conflict resolution skills. Ability to chair meetings. Must be able to work independently and as part of a diverse team, as well as work irregular hours in an unpredictable and often stressful environment. Ability to effectively manage a complex set of competing priorities and be prepared to deal with emergencies in the Residence and the personal crises of individual residents. Proven ability to deal with matters of extreme sensitivity and confidentiality. Teaching skills and/or experience an asset. Experience in administration, policy development and event planning. Ability to interpret and apply a constantly changing and complex set of policies and principles with a high level of attention to detail. Demonstrable commitment to the enhancement of the student experience in Residence through the ongoing development of programs, policies and staff improvement initiatives.

DUTIES

Supervision of Don Team

- Develop and manage the recruitment, interview and hiring process of dons (both Residence and Summer) providing ongoing recommendations to the Dean in terms of revisions to existing process and procedures.
- In consultation with the Dean, plan and implement the Residence Don training program at the end of August (both the University-wide component managed by central Student Affairs and the SMC-specific training).
- Create and maintain Residence Don manuals in readiness for Don Training and throughout the academic year.
- Plan for on-going training of the Dons on issues of importance to the university community.
- In consultation with the Dean, supervise and evaluate the work of the Residence Dons individually and collectively, ensuring performance standards are clearly communicated and understood.
- Develop evaluation tool and facilitate residents' evaluation of Residence Don team annually.
- Forecast staffing requirements for Residence and co-ordinate and supervise the Don schedule and any time away from the Residence for members of the Don's team.
- Serve as a resource and mentor to all Don staff.
- Establish and Chair regular meetings with the Don team, the Senior Dons and the Dean to share information, interpret policy, deal with discipline and behavioural issues, breaches of the Residence Agreement and other concerns.
- In cooperation with the ADCL, provide leadership and make decisions in the absence of the Director. Act as primary responder and point person in after-hours emergency situations.

Responsibility to Residents

- Ensure that the Rules of Residence are understood by all residents as well as understood and implemented by the Don's team.
- Establish and maintain regular hours for consultations with residents. Maintain current knowledge about various offices and resources at SMC and the University of Toronto in order to make appropriate referrals.
- Attend house meetings and residence-wide meetings as needed throughout the academic year as necessary, in order to deliver and reinforce College policies.
- Conduct investigations into policy violations and decide on appropriate action in consultation with the Dean, using judgement in anomalous cases.
- Serve as para-counsellor and mediator for disputes and conflicts between residents, and between residents and dons.
- Investigate non-Code of Conduct disciplinary cases and apply sanctions, keeping Dean apprised of situation and recommended course of action (up to and including eviction of residents).

- Provide and facilitate the provision by others of workshops, information sessions and talks to residents on issues of importance to the university community.
- Investigate and respond independently to residents' concerns or complaints about the Residence (facilities, safety and security, meal plan, programmes, etc.).
- Represent the Dean on various Residence Life committees at SMC and central UofT.
- Provide support and mentorship to the St. Mike's Residence Council, as well as residents and the Residence Council plan major Residence-wide events; ensure that residence government leaders understand the College's alcohol policies and how they apply to student events.
- Respond to crisis situations that occur outside of regular business hours provide support, case management and referrals to students as required.

Dean of Students Office

- Represent the Dean's Office on various College and/or University committees as needed (Housing Network, Central Don Training, Student Affairs, and various SMC committees).
- Work with Residence Operations Coordinator to address maintenance and housekeeping issues with appropriate staff (e.g., Facilities & Services, Physical Plant, Network Administrator). Investigate damage in residence and makes recommendations for billings or appropriate disciplinary action.
- Provide the Dean with advice and input on the direction and development/revision of Residence information materials and policy.
- Assist in the re-allocation of room assignments to settle disputes between residents.
- In consultation with the Residence Services Coordinator, develop, design and maintain the Dons' Handbooks and other resource manuals; first aid kits. Organize First Aid/CPR training for Don's Team annually.
- Responsible for keeping current with knowledge of crisis intervention and emergency protocols, and for assisting the Dean in the transmission of that knowledge to the Don Team and residents.
- Attend and participate in provincial and national conferences where appropriate, in particular the Ontario Association of College and University Housing Officers (OACUHO) and the Canadian Association of College and University Student Services (CACUSS)
- In consultation with the Residence Operations Coordinator, hires and supervises work study student for the Dean's Office, including the Residence Tour Guide.
- Assists with the development of residence informational materials including the regular distribution of residence newsletters and the Residence Handbook.
- Provide regular reports to the Principal on residence projects, initiatives and issues in the context of SMC's Division of Student Services.
- Participate and assist in organizing various College/University events such as Welcome Days, Fall Campus Tours, Parent's Day, Convocation, Recruitment Events, among others.
- The above duties are accomplished through regular contact with students, parents/guardians; Food Service; Facilities & Services; Physical Plant, Chaplaincy, Registrar's Office, Library Staff, UofT Student Services; as well as other University-wide departments.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca.