Assistant Residence Life Manager *(Residence Life Manager Trainee)*

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Professional and Managerial Group

Assistant Residence Life Manager *(Residence Life Manager Trainee)*

Student Housing Services, Student Affairs

Temporary full-time from June 1, 2019 to April 30, 2020

6 Positions

Hiring #: 2019-0107

Please read the Application Instructions [1] before applying

Reporting to the Area Coordinator – South Residence, the Assistant Residence Life Manager (ARLM) is responsible for the community development and the overall atmosphere in their assigned area within South Residence. This will include; counselling and management of student behaviour, supervision of student staff (6); liaison with all the resources required to maintain the quality of student life; and initiating and overseeing community level interventions and programs. Specifically, the incumbent will: oversee the delivery of programs, activities and services; manage alleged violations, ensuring appropriate actions are taken; meet with students of concern and develop support plans with appropriate campus services; and manage various budgets associated with the residence, such as staff hospitality and building programming. The ARLM will work in close partnership with a Co-ARLM and in conjunction with other ARLMs to assist in the overall management of the larger residence area.

Successful candidates should have interest and displayed competence in the following areas: student development theory; community building; programming; management and supervision of staff; management of student behaviour; staff training and development. These positions are consistent with the University’s commitment to experiential learning by providing professional and managerial experience for candidates who are interested in further pursuing their Residence Life career path.

Requirements for this live-in position include: a university degree (preferred), two years of related experience in a residence environment, or an equivalent combination of education and experience. Additional requirements include: demonstrated administrative skills; an understanding of life within a post-secondary institution, working and communicating effectively with students; residence living; conflict mediation/resolution; crisis intervention/management; understanding of student development theory and the ability to designate personal time and deal with high stress situations. Candidates must be able to interact with all levels of the university community.

The incumbent will participate in professional training to support their success in this role This training will be ongoing throughout the contract period, with the majority taking place during the first months in the position. Residence communities are dynamic in nature and therefore, the hours expected of an Assistant Residence Life Manager (ARLM) will vary according to the needs of the community (approximately 30 hours per week). This will include some weekends and evenings. The incumbent will be part of a rotating on-call system for South residence.

Normal Hiring Range: $45,714 - $ 51,809

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our
Institution.

Posting Date: 2019 02 20
Closing Date: 2019 02 27

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/assistant-residence-life-manager-%E2%80%8Bresidence-life-manager

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply