Manager, Academic and Living Learning Communities

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Professional and Managerial Group

Manager, Academic and Living Learning Communities

Student Housing Services, Student Affairs

Hiring #: 2021-0553

Please read the Application Instructions [1] before applying

The Manager, Academic & Living Learning Communities (ALLC) reports directly to the Associate Director, Residence Life and is a senior member of the Residence Life Management Team (RLMT). The position is responsible for supporting the development of residence students as scholars, people, and citizens. As such, the Manager ALLC contributes substantively and significantly to the goals of Student Housing Services and Residence Life by developing and supporting academic and living-learning initiatives and resources offered within residences. The ALLC Manager is integral in the design of the residence environment to create opportunities for residence students to engage in academic learning beyond the classroom environment. The ALLC Manager provides a consultative framework for their RLMT peers so that residence life staff are able to offer living and learning resources within each residence community. With their strong knowledge, understanding and application of student development and learning theories, the ALLC Manager designs, oversees the delivery and assessment of structured intentional academic and co-curricular communities and programmes in residence.

To achieve this goal, the Manager, ALLC:

- Cultivates, develops and maintains collaborative relationships with campus stakeholders, including but not limited to the Library, Student Experience, Program Counsellors and Academic Departments
- Is knowledgeable about best practices and emerging research related to co-curricular learning in residential environments. Researches alternate specialized housing and programming models at comparable universities in North America, identifying best practices that can be applied to University of Guelph;
- Monitors trends related to residence living, keeps abreast of academic developments and interesting research being conducted on campus with an eye to engaging faculty in residence and/or introducing new programme opportunities in residence.
- Creates new, and enhances current academic and living-learning projects, building on Student Development Theory and assessment of the needs of University of Guelph students;
- Assesses the staffing and support requirements of each academic community, recruits, hires and trains staff for service delivery.;
- Through interactions with academic colleagues, the ALLC Manager Oversees the academic programming offered in residences by the Residence Life Staff directly to their individual residence communities, in addition the ALLC manager designs and oversees the programmes and support provided by the three Academic Drop-in Centres that provide writing support, targeted study sessions, faculty conversations, program counsellor question and answer periods, etc.;
- Advises the RLMT on best practices to support academic concerns with their staff and students. Keeps the RLMT informed of campus wide issues and academic details and works to address academic trends observed in residence;
- Represents Student Housing on University committees and disseminates information to campus stakeholders including, but not limited to, the Library, Hospitality Services, Campus Safety Office, Student Experience, etc.
- The ALLC Manager designs and administers an Academic Support program for all Residence Life Staff and Student Leaders (Interhall Council) working in residence. Keeping in mind academic priorities and the need...
for work/life balance, the ALLC manager provides leadership, guidance and training to RLMT colleagues in how to support their student staff so that they can successfully balance their academic, personal and work commitments.

- Partners with the Residence Admissions and Marketing team to design and coordinate communication regarding living/learning opportunities in residence to students and their families, participates in University liaison events such as the University Fair, and oversees the selection and assignment of residence applicants into the specialized learning communities;
- Oversees the day to day experience of students residing in the Living Learning Communities – addressing behaviour concerns, interpersonal conflicts, mental-wellness situations, etc.
- During emergency situations in Student Housing Services (SHS), the incumbent may be required to perform tasks as assigned by the Director and/or Associate Director, Residence Life, alongside other members of the Residence Life Management Team. This may include some evenings, late-nights, and weekends.

The Manager ALLC is responsible for the hiring, training and supervision of 33 Student Staff (approximately 24 Academic Staff and 9 Living Learning staff). They indirectly support the 4800 (approximately) students in residence, 160 Residence Life Student Staff and 16 Professional RLMT members. They are a member of the Senior Residence Life Leadership team within the RLMT and actively participate on or oversee major projects and portfolios for the department.

Requirements for this position include: an Undergraduate degree (Master’s degree preferred) along with four (4) years of related management experience. An equivalent combination of education and experience may be considered. Additional requirements include: demonstrated understanding of student development theory, academic transitions for students, and the value of living in residence. The incumbent should have experience in working and communicating effectively; be skilled in conflict mediation/resolution; have strong administrative competence; and the ability to designate personal time. Candidates must be able to interact with all levels of the university community.

Applicants selected for advancement in this process will be contacted by the hiring team to inquire about potential accommodations needs.

Position Number        013-077
Classification         P04*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] 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: 2021 11 01
Closing Date: 2021 11 15


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