Residence Behaviour and Wellness Manager
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Professional and Managerial Group

Residence Behaviour and Wellness Manager
Student Housing Services
Temporary full-time from May 2022 to May 20, 2023
Temporary absence of the regular incumbent
Hiring #: 2022-0332

Please read the Application Instructions [1] before applying

Reporting to the Associate Director of Residence Life, the Residence Behaviour and Wellness Manager (RBWM) is a member of the Student Housing Services (SHS) professional management team that is charged with the development of residential environments that support the academic success of students living in residence, and their development as persons, scholars and citizens. Specifically, the RBWM is responsible for the following:

- The development and implementation of the Residence Community Living Standards (RCLS).
- The development of Standard Operating Procedures that form the basis of interactions between SHS staff and students.
- Hiring, training and supervising approximately 24 Student Staff on an annual basis (20 Duty Staff, 2 Community Standards Assistants and 2 Seminar Facilitators).
- Developing support resources, programs and community connections aimed at supporting student’s well-being (alcohol/substance use, mental health, addictions, gender based violence, etc).
- Student Housing Services case liaison with residents who have experienced traumatic events or have significant mental health concerns while in residence.
- Coordinating and advising student mental-wellbeing groups in residence.
- Coordinating and advising the Residence Community Integrity Board, a student group that hears appeals of the RCLS.
- Acting as Student Housing Services representative on campus wide committees – for example, mental health advisory committee, cannabis education committee, etc.
- Managing the residence community conduct system. Acting as a consultant to other professionals working in Housing and across campus.
- Maintaining records and providing reports to the Associate Director, Residence Life and Director of Student Housing Services on behavioural trends in residence.
- Training professional staff in SHS on the RCLS and Standard Operating Procedures relate to their interactions with and responses to issues within the residence environment as they pertain to the RCLS. Ensuring consistency of implementation across campus.
- Acting as the main liaison for Residence Life with important campus partners, such as Campus Safety Office, Health and Wellness and the Judicial Office, initiating and overseeing projects and new initiatives with these partners.
- Coordinate the Campus Alcohol Recovery Room – including supporting student staff (4-6), ensuring supplies maintained and troubleshooting issues that arise.
- Designing sessions and training student staff within Residence Life (180) on the responsibilities associated with being on call, including response, communication, documentation and follow up.
- Responsible for an annual budget of approximately $100,000 (staffing, operating, and programing).

The Residence Life Management Team places great value on maintaining an equitable and inclusive environment within the residence community. In addition to speaking to experiences and transferable skills that would support your success in the RBWM position, please use your cover letter to speak to your values in regard to social justice, equity, diversity, and inclusion, and how you would look to represent these values through your work if selected for
Requirements for this **live-off** position include: a university degree (master’s degree preferred) along with five (5) years of related management experience in a residence environment. An equivalent combination of relevant education and experience may be considered. 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. Preference will be given to candidates with management experience in residence life.

(Covering) Position Number   013-092  
Classification               P04  
Professional/Managerial Salary Bands [2]

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**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: 2022 05 09  
Closing Date: 2022 05 24

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**Links**

[1] [https://www.uoguelph.ca/hr/careers-guelph/how-apply](https://www.uoguelph.ca/hr/careers-guelph/how-apply)  
[2] [https://www.uoguelph.ca/hr/system/files/2020-2023%20P%26M%20Salary%20Grid_25.pdf](https://www.uoguelph.ca/hr/system/files/2020-2023%20P%26M%20Salary%20Grid_25.pdf)  