

**Nipissing University  
Job Description**

**POSITION TITLE:** Residence Programming Coordinator

**DEPARTMENT:** Residence

**CLASSIFICATION:** Coordinator A

**WAGE GRADE:** 50

**EMPLOYMENT DEFINITION (STATUS):** Full-time Support

**SUPERVISOR:** Supervisor, Residence Student Education

**DATE REVISED:** July 2023

**SUMMARY OF FUNCTIONS:**

Reporting to the Supervisor, Residence Student Education, the Residence Programming Coordinator leads the Residence programming for Nipissing University's residence operation. These duties include working with the Residence Life Team (Residence Life Student Staff and Residents' Council) on the planning and implementation of educational programs and social activities, which support and contribute to a student's personal and academic success. Duties include being a facilitator of training for the Residents' Council, the planning and implementation of Residence Orientation in conjunction with the Residents' Council and Residence Life Management Team, recruitment, training and coordination of the Residence Tour Program, researching and maintaining resource information for Residence Life Staff, and assisting with the organization of Residence Life Team Training.

**DUTIES AND RESPONSIBILITIES:**

**I) Residence Life (75%)**

- Supports the planning and implementation of Residence Life student staff and Residents' Council programs and initiatives. , Acting as a positive role model for all residents is imperative
- Coordinates, in conjunction with the Residents' Council, Residence Life Student Staff, Nipissing University Student Union, the Residence Life Management Team and Student Development Services, educational and social programs for students in residence (e.g. STI & sexual safety awareness, alcohol and drug awareness, cultural awareness, stress management, personal safety and security and health and wellness)
- Ensures all logistics for various residence events are coordinated. Ensures facilities/venues for events are purchased and delivered on time. Types of events include: staff training exercises, Orientation and transition programs, major residence programming, and all other events, as identified by the Supervisor, or Manager, Residence Life.
- Acts as a programming resource for Residence Life Staff, Residents' Councils, and their respective committees.
- Plans and coordinates spring and fall training for Residents' Council Executives.
- Chairs the Inter Residents' Council. Responsible for assisting with the details and coordination of a variety of activities and events, such as advertising, volunteer management, catering and other logistical details.
- Responsible for maintaining residence programming records, development of templates for repeat programming and the development of a resource library for Residence Life Staff.

- Responsible for the safe management of petty cash such as tracking and distributing petty cash to Residents' Council.
- Attends and supervises all Inter Residents' Council activities, residence programming events in rotation with other Residence Life Staff. Must be prepared to work evenings and weekends, as many of these activities take place on weeknights and weekends.
- Assists with the planning and implementation of Residence Orientation in conjunction with Residence Staff and Residents' Councils.
- Researches resource information for Manager, Residence Life and Supervisor, Residence Student Education.
- Responsible for purchasing supplies necessary for all residence life activities, which includes purchasing food, decorations, paint, residence clothing orders, etc. as required. Must also work within a preset budget, maintain records of purchases, and manage allocated finances.
- Provides direction to Residence Life Student Staff in the acquisition of programming, resource materials.
- Responsible for the development of applications, training seminars, information sessions and Constitution manuals for residents interested in holding Residents' Council positions.
- Responsible for ensuring Residents' Council Executives are fulfilling their position requirements and ensuring that By-Law and Constitutions are being followed by all members of the Residents' Council and by attending scheduled meetings with each Residence's Residents' Council.
- Act as a main contact for Residents' Council in order to coordinate and assist with events planned in each Residence Complex.
- Responsible for stocking and maintaining the Residence Programming Resource Spaces, as well as developing physical and digital resource materials for references of student groups.
- Coordinates the Year-End and Holiday Banquets in conjunction with Residents' Council. Responsible for ensuring all details of each are maintained and provides support to the Residents' Council to ensure the successful implementation of each event.
- Facilitates and supports the management of student volunteers throughout the residence life department's annual processes.
- Facilitates or attends all necessary meetings, relevant to job responsibilities, as identified by the Supervisor, Residence Student Education, or Manager, Residence Life.

## **II) Residence Administration:**

**(20%)**

- Assists Residence Life Management Team , with all departmental administrative tasks (eg. Filing student records, processing paperwork and applications, preparation of documents and publications, etc.)
- Ensures student staff resources are organized and contain all necessary forms and supplies.
- Reviews student needs and satisfaction assessments for use in future planning.

## **III) Residence Tour Program**

**(5%)**

- Recruits and trains tour guides for Residence Tour Program and special events such as Open Houses and New Student Orientation.
- Responsible for coordination of all residence tours.
- Responsible for creation and development of all Residence Tour Program training and recruitment materials.

**Any other duties as assigned by Supervisor.**

## QUALIFICATIONS:

**Education:** An appropriate University degree preferably in education, psychology, social work or a related field.

*Training and/or experience may be substituted for formal academic training at the discretion of the University.*

### **Training and Experience:**

- 1 – 3 years' relevant experience
- Leadership experience within a residence environment would be considered an asset
- Past experience in programming/organizing events
- Must have a "G" driver's license
- Effective decision-making skills
- Independent judgment
- Ability to establish rapport and effective working relationships with students
- Excellent analytical and research skills
- Strong leadership qualities
- Excellent communication skills (verbal and written)
- Excellent interpersonal skills
- Ability to interpret and apply general principles in individual cases
- Presentation Skills
- Critical and creative thinking skills
- Time management skills
- Computer skills - knowledge of Word, Excel, PowerPoint, Office 365/ Teams, email, social media
- Must be bondable and receive a negative Criminal Record Check (i.e. have not been convicted of a criminal offence for which a pardon has not yet been granted).

## POSITION RELATIONSHIPS:

Supervised by: Supervisor, Residence Student Education

## INTERPERSONAL RELATIONSHIPS/PERSONAL CONTACTS:

**Internal Contacts: Nipissing University Students Faculty and Staff**

### **External Contacts:**

- Parents/guardians
- Potential Students
- Alumni
- Visitors
- Guest Speakers
- External Service Organizations
- Suppliers/Vendors
- Other Universities and Colleges
- Conference groups
- Sales representatives
- Health Services

**MATERIALS UTILIZED:**

- Relevant Departmental Policies & Procedures
- Residence Handbook
- Residence Community Living Standards
- Residence Contract
- Code of Student Rights and Responsibilities
- Relevant Nipissing University policies/procedures
- Computer, telephone, fax machine, photocopier

**PHYSICAL DEMANDS & WORKING CONDITIONS:**

- Intense visual/listening concentration
  - Comfortable heated and cooled work area
  - Variety of sitting, standing, walking, lifting and some climbing
  - Dealing with disruptive students, belligerent client
  - Extensive evening and weekend work. The incumbent is expected to work flexible hours as required by programming events and needs. Schedule to be worked out in advance, in accordance with the Collective Agreement. (Based on 35 hours per week.)
  - Limited travel
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**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Approvals**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date