

**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:** March 2024

**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.

The hours of work may rotate and be flexible depending on the needs of the department. The Residence Programming Coordinator will be notified in advance of any changes to the regularly scheduled shifts as outlined in the Article 22.02 of the collective agreement.

**DUTIES AND RESPONSIBILITIES:**

**Residence Life**

**(75%)**

- Support the planning and implementation of Residence Life student staff and Residents' Council programs and initiatives, and act as a positive role model for all residents is imperative
- Coordinate, in conjunction with the Residents' Council, Residence Life Student Staff, Nipissing University Student Union, the Residence Life Management Team and Student Development Services, materials and resources for 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)
- Ensure all logistics for various residence events are coordinated and facilities/venues for events are purchased and delivered on time (i.e. staff training exercises, orientation and transition programs, major residence programming, etc.)
- Act as a programming resource for Residence Life Staff, Residents' Councils, and their respective committees.
- Maintain inventories of programming spaces and resources
- Provide support to Residence Life Student Staff in the acquisition of programming resource materials
- Plan and coordinate training for Residents' Council Executives

- Assist in the facilitation of the Inter-Residence Council and its functions and activities
- 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
- Attend and coordinate all Inter-Residence Council activities, residence programming events in rotation with other Residence Life Staff which occur during the evenings and weekends
- Plan and implement Residence Orientation in conjunction with Residence Staff and Residents' Council
- Research 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.
- Responsible for the development of applications, promotional materials, 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
- Ensure Residents' Council and student staff queries and concerns are addressed appropriately with the guidance of their supervisor
- Meet regularly with Residents' Council Executive members
- 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
- Coordinate the Year-End Celebrations in conjunction with Residents' Council.
- Support the planning, facilitation, and resource acquisition for departmentally determined residence events
- Responsible for ensuring all details of each are maintained and provides support and resources to the Residents' Council to ensure the successful implementation of each event.
- Facilitate and supports the management of student volunteers throughout the residence life department's annual processes.
- Facilitate or attends all necessary meetings, relevant to job responsibilities, as identified by the Supervisor, Residence Student Education, or Manager, Residence Life.

#### **Residence Administration**

**(20%)**

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

#### **Residence Tour Program**

**(5%)**

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

**Any other duties as assigned.**

## **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, Experience, Knowledge & Skills Required:**

- 1 – 3 years' relevant experience
- Experience within a residence environment would be considered an asset
- Experience in programming/organizing events
- Must have a valid "G" driver's license
- Effective decision-making skills
- Independent judgment
- Ability to establish rapport and effective working professional relationships with students and professional staff
- 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
- Strong presentation and public speaking skills
- Effective critical and creative thinking skills
- Superior time management and organization skills
- Strong computer skills - knowledge of Word, Excel, PowerPoint, Office 365/ Teams, email, social media
- Must be bondable and receive a negative Criminal Record Check/Vulnerable Sector 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

**Internal Contacts:** 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
- Nipissing University Residents' Council Constitution
- Relevant Nipissing University policies/procedures
- General Office Equipment

**PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Intense visual/listening concentration
- Comfortable heated and cooled work area
- Variety of sitting, standing, walking, lifting and some climbing
- May deal with disruptive or challenging people
- Flexible work schedule may be required, which may include evening and weekend hours, in order to accommodate events, meetings and other needs of the department, the hours may rotate and be flexible
- Limited travel

**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