**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Co-ordinator,Student Life

**Job Number:** A-216

**NOC:** 4212

**Band:** 8

**Department:** Student Affairs, Trent University Durham GTA

**Supervisor Title:** Manager, Student Affairs, Trent University Durham GTA

**Last Reviewed:** November 16, 2021

**Job Purpose**

Reporting to the Manager, Student Affairs, the Coordinator, Student Life has a primary focus on facilitating the learning, development, and engagement of students and student leaders at the Trent Durham campus. The incumbent provides expertise as part of a team of professional and student staff in Student Affairs to design, deliver, and evaluate a broad range of educational interventions, leadership and community engagement initiatives, and specialized services that facilitate the personal, social, and academic success of students and student leaders. Using current research and best practices, the Coordinator is responsible for advising on and taking an active role in the creation, development, implementation, and evaluation of programs and services related to student leadership, anti-oppression, equity, inclusion, involvement, and community-engaged learning, as well as programs and opportunities to support student learning and development in areas of critical thinking, self-awareness, civic engagement, and health and wellness.

This position is an Adjudicator for the Student Charter of Rights and Responsibilities working closely with the Manager, Student Affairs, Campus Security, Human Rights Office, Sexual Violence Response Co-ordinator, Residence Life staff, and campus partners in addressing allegations of policy violations.

The Co-ordinator, Student Life plays a central role in student staff, leader, and volunteer training and development.

**Key Activities**

***Leadership and Developmental Programming:***

1. Assists with planning for program development and implementation to support the retention of students at the University, develop student’s personal, academic, and leadership skills and equip students with the tools and knowledge to help themselves and their peers to succeed. Consideration of student needs, relevant student data and funding criteria inform programming.
2. Seeks out collaborative opportunities for program and activity delivery by working with campus stakeholders including the Trent Durham Student Association, Clubs, Student Health and Wellness, First Peoples House of Learning, Faculty, and Student Affairs.
3. Takes a lead role in delivering student life and campus programming. This may involve developing, implementing or assisting with programs geared toward the development and engagement of current students. Takes primary responsibility for the following programs:

*Leadership Program:* Development, and oversight of the TrentU Durham Leadership Program for all Durham campus students.. Implementation includes recruitment of participants; co-ordination of workshop series in collaboration with administration, Student Affairs, academic departments, and external partners; fund-raising and delivery; and participation in an annual leadership retreat.

*Student Facilitation Training:* Assists in the training and supervision of student leaders to provide facilitation of various programs and events intended to improve student retention, enhance the student experience, and/or provide specific skills or interventions to students. Works with campus partners (Student Affairs, TDSA, etc.) to plan and implement programming that is deliverable by student leaders and student staff.

*Student Leader Training:* Develops, organizes and implements student leader training focusing on skills development, in order to increase student leader knowledge, capacity and effectiveness. Works closely with Student Affairs and Trent Durham Student Association (TDSA) in the development of leadership training.

*Student Staff Training:* Prepares training sessions for student staff working on campus including sessions on professionalism, AODA, risk management, worker safety and any other relevant sessions, which would assist new student staff as they prepare for their positions.

1. Develops & implements ongoing programs related to student success and retention of continuing students, with a specific focus on at-risk demographics, notably first-generation students, students with lower entering averages, college transfer students, older students, and students who self-identify as being from marginalized communities and experiences.
2. Provides leadership in the implementation of current and new strategies for improving student retention.
3. In collaboration with campus partners such as the Centre for Human Rights, Equity and Accessibility, develop and/or deliver, and evaluate training for students related to student transition, identity development, and inclusion including addressing the intersections of multiple identities (e.g., race, culture, sexual orientation, gender, disability, age).
4. Assists the Manager in the creation of a Student Life Curriculum that considers the affective and cognitive components of the student experience. Uses the curriculum to create tools and resources to inform programming within the Student Affairs portfolio. Provides guidance to colleagues on how to implement a curricular approach in their programs.
5. Provide support and mentorship to student organizations in terms of their structure and operations.
6. Co-curricular Record (CCR) System:Responsible for maintaining the CCR for the Durham campus, and for marketing it campus-wide (to students, staff, and faculty). Develops educational programming to encourage the use of the system and integrate it into existing programs. Develops tools to assist students with translating co-curricular experience into effective language for job/graduate applications and interviews. Works with campus partners (Student Affairs, TDSA) to assess and improve the CCR. Tracks and evaluates CCR usage and effectiveness.
7. Academic Support/Mentoring:With the Academic/Career Advisors and Academic Skills Instructors, develops programming, communication and support for students’ academic success. Assists with implementing academic peer support and student retention programs. Develops and implements programming to engage and support under-represented or marginalized demographics of students.
8. Establishes and maintains active and positive visibility within the Division of Student Affairs portfolio and among student leaders with a shared mandate to enhance the student experience through student development programs and outreach initiatives
9. Develops and implements volunteer outreach programs servicing community organizations in the Durham Region.

***Student Conduct:***

* Provide accurate and timely advice/direction to Charter Staff Resource People, as well as campus partners/staff/faculty/students, on student conduct matters.
* Provide mediation and conflict resolution support in cases of conflict involving students, including student staff or student organizations.
* Student conduct complaint management:
	+ Interview complainants and determine impact of conduct, their preferred approach to the situation, and their desired outcomes.
	+ Assess allegations of significant and high-level student conduct matters, and when appropriate refer cases to other University offices. This includes meeting with students to investigate and review behaviour, understand underlying issues, assess level of responsibility and develop outcomes, with a preference for developmental and/or restorative approaches.
	+ Take appropriate actions to ensure procedural fairness, due process, reparations, education, and natural justice in conduct investigations and follow up.
	+ Identify when conduct is conflict-based and use as appropriate techniques such as negotiations, shuttle negotiation/mediation, facilitated conversations or formal mediation, to develop mutual understanding and shared resolutions.
	+ Implement and track interim measures or conduct outcomes as appropriate.
	+ Refer students as appropriate to campus resources for any needed supports.
	+ Consult Manager Student Affairs on individual cases and provide updates/case notes.
* Meet weekly with student behaviour management partners, including Campus Security and Housing Services.
* Provides information as appropriate to inform Trent University response to internal and external entities, including media.
* Participate as needed on threat assessment consultations and other meetings related to campus and student safety.

***Preventative Education***

* Use knowledge of postsecondary student conduct trends, restorative justice, bystander intervention, and transitional theory to develop educational initiatives designed to prevent incidents among students.
* Collaborate with campus partners to develop and deliver conduct prevention and awareness programming (e.g. conflict resolution, sexualized violence prevention, harassment prevention, anti-racism, etc.) to students and campus partners.
* Provide capacity-building training to student staff on facilitation, negotiation, and conflict mediation.
* Maintain current knowledge of legislation, policies and best practices with regard to conduct prevention programming, with a particular focus on restorative/reparative approaches.
* Identify, develop and lead preventative-based programming to address emerging trends in postsecondary student conduct.

***Campus Recreation:***

1. Provides functional leadership, direction and oversight to the Campus Recreation program, intramural and extramural programs to ensure the delivery of diverse programs that encourage heightened participation, contribute to positive student life and develop a sense of community.
2. Oversees promotion and marketing of Campus Recreation Programs to ensure student participation including information booths on campus, social media platforms, and updates on website.
3. Chairs the Athletics Committee and includes partners from TDSA, Student Affairs, Faculty and Administration to design, develop and deliver appropriate programs to meet the dynamic needs of the student body.
4. Oversees planning, co-ordination and registration of extramural tournaments and campus recreation programs for the Durham campus.
5. Oversees material development for, assists in leading extramural team/coaches meetings, and practices as needed.
6. Ensures convenors are tracking and maintaining statistics of student participation of Campus Recreation programs.
7. Attends Campus Recreation events when necessary, to support convenors and coaches. This may require travel and occur outside of regular business hours (e.g. evenings and weekends).
8. Acts as a resource to athletics student staff to problem solve and trouble shoot on issues related to various programs and events.
9. Manages discipline problems with student participants.
10. Ensures that convenors complete ongoing equipment checks to ensure that Campus Recreation programs and activities have appropriate and safe equipment.
11. Enters data and maintains appropriate information in student co-curricular record system for campus recreation.

***Budget, Evaluation, and Assessment:***

1. Develops and manages the budget for athletics leadership , pen pals, initiative fund, and student engagement each year
2. Tracks participation rates, retention and satisfaction for student life programs.
3. Completes follow-up consultation, review and evaluation including developing/distributing surveys, and compiling and analyzing data.
4. With Manager, Student Affairs Durham, undertakes long-term planning for campus community development and student success. Researches, develops and implements distinct programs, events and activities for the campus
5. Files reports to the Manager, Student Affairs Durham on all activities and survey outcomes.

***Supervision:***

1. Seeks out opportunities to enhance diversity, equality and inclusion amongst the student staff.
2. Hires, trains and supervises student staff members for Leadership, Engagemnet, Campus recreation , nd other programs that are developed to support student transition and development.
3. Provide supervision via regular staff and one-on-one meetings, advisement and collaboration on program initiatives, and through role modelling.
4. Conduct regular evaluations of staff that ensures opportunities for student input and feedback and for staff development and performance management.

***Other Duties:***

1. Must be able to work weekends, evenings and overnights during, but not limited to on-call residence support on a rotation basis, orientations, recruitment events, and other university sponsored activities.
2. Attends and supports events throughout the year conducted by other departments such as recruitment events, , Convocation, etc.
3. Maintains discretion and confidentiality concerning files, sensitive issues, meetings, and interviews.
4. Represents University at community functions and events, as required.
5. Participates in departmental and other university committees, as required.
6. Must be able to work several weekends, evenings and overnights during, but not limited to, orientations, leadership retreats, recruitment events, athletic tournaments and other university sponsored activities.
7. Other duties as assigned.

**Education**

Honours undergraduate degree required; preference for graduate degree in related field such as higher education.

Formal mediation/conflict resolution training.

**Experience Required**

1. A minimum of three year’s relevant work experience in student education, anti-racism education, leadership and/or development; planning, implementing and assessing educational programs, volunteer programs, or similar activities, preferably in a post-secondary setting
2. Understanding of and experience working with principles of student development and student development theory.
3. Understanding of and experience working with principles of social justice, equity, diversity, and inclusion. Experience working with students in equity-seeking groups and the potential impact of systemic discrimination on the student experience including with respect to both complainant and respondent experiences of conduct issues.
4. Ability to mediate conflict, manage sensitive conversations, and address underlying causes of conflict or conduct issues.
5. Knowledge of current provincial and federal laws, regulations, and trends in the field of higher education is preferred.
6. Excellent communication and interpersonal skills, demonstrated empathy and ability to analyse behaviour context and underlying issues.
7. Demonstrated ability to exercise judgement and use initiative in applying and interpreting a variety of procedures, policies, and practices.
8. Familiarity with current research and best practices in co-curricular engagement, student retention, and student development. Demonstrated experience in student leader training and support, including supporting independent and autonomous student leadership. Demonstrated experience in supporting students in distress or in crisis, including appropriate referrals and follow-up.
9. Excellent knowledge of the Microsoft Office Suite, web editing, and social media. Strong virtual communication skills. Experience and ability to design and produce online resources an asset.
10. An understanding of risk management protocol and event risk assessment.
11. Understanding of Freedom of Information and Protection of Privacy Act and its implementation.
12. Demonstrated understanding of university structures and decision-making.
13. Understanding of budgets, financial planning, and financial management.
14. Experience with research and assessment of student programming, student retention and student success.
15. High degree of enthusiasm, efficiency and organization.
16. Demonstrated ability to maintain confidentiality.
17. Some evening and weekend work required.
18. Must be able to lift and carry up to 20 kg
19. Must be available for on-call residence support on a rotation basis