



## RESIDENCE FELLOW POSITION DESCRIPTION 2020-2021

### **The Role of the Residence Fellow**

A Residence Fellow is a role model, front-line resource helper, developer of communities and leader for the students on their floor. Under the direction of their Residence Manager, the Residence Fellow must have a commitment to creating a community that is conducive to learning, academic success, and personal growth and development. The Residence Fellow achieves this community in part through interaction with students on an informal and formal basis with residents (group settings and one-on-one connections) and by educating students about the Residence Standards.

Residence Fellows keep the Department of Housing and Residence Life Services' Educational Priority and Learning Goals the forefront of their role.

**Educational Priority:** Living in residence at Carleton University will develop leaders who belong and meaningfully contribute to their communities.

### **Learning Goals:**

- Self-Awareness
- Positive Relationships
- Community Engagement

This position requires resilience as it entails a commitment to a high volume of student support, learning to articulate rights and responsibilities for both the individual and the University, and balancing their own academic and personal responsibilities. This position should be viewed as a lifestyle commitment.

### **Overall Duties**

- Be the first contact and resource for students
- Maintain a high level of visibility and availability within their residence community
- Complete all lesson plans as outlined in First year or Upper Year Educational Plans.
- Attend and participate in weekly team meetings
- Complete regularly scheduled on-call shifts during the course of the year (approximately 8-10 per month)
- Complete all assigned administrative work such as email, bi-weekly logs, intentional conversations (RF Chats), Roommate/Canmate Agreements, and daily communications
- Attend outlined on-going professional development trainings
- Document violations of Residence Standards within 24 hours
- Effectively respond to crisis situations as necessary

### **Community Leader**

- Establish a presence in their community in order to develop a positive rapport and familiarity with all floor residents.
- Assist and refer students in academic, social, personal and student conduct matters.
- Inform students of the regulations, policies and procedures of Residence as outlined in the Residence Agreement and Residence Standards. The Residence Fellow must understand, promote and maintain these standards which govern the Residence Community.
- Respond fairly and consistently to students who violate Residence Standards, address their behaviour and the impact on the residence community.

- Encourage courteous behaviour and respect among residents in the creation of community, inclusive to residents of all races, ancestry, place of origin, colour, ethnic origin, citizenship, creed, political affiliation, sex, sexual orientation, gender identity, age, marital status, family status and abilities.
- Create a positive and inclusive community in order to foster respectful relationships among all in the residence community.
- Facilitate opportunities for reflection and challenges for personal growth and development.
- Develop strong interpersonal relationships with residents in their community.
- Support the implementation of Student Led Initiatives in their community.
- Educate residents on their responsibilities for maintaining a positive living space in all community areas.
- Educate and promote joint responsibility for residents' safety with the community.
- Bring students to residence wide events organized by the Community Development Team.
- Recognize Positive Contributors and discussing further personal development opportunities

### **Team Member and Role Model**

- Actively support the implementation of Residence and University Orientation activities.
- Create and promote a study atmosphere that encourages a mature and conscientious attitude towards learning and the goals of higher education.
- Keep Residence Managers and appropriate staff fully informed of situations which arise on the floor, house and team.
- Attend bi-weekly meetings with assigned Residence Manager.
- Attend weekly team meetings, every Monday at 9:15pm.
- Set a good example for all residents and team members, both in and outside the residence community, by acting in a mature and responsible manner at all times.
- Know and observe residence and university rules and regulations.

### **Student Support**

- Refer residents to the appropriate resources and document any concerns within 24 hours.
- Maintain a high level of confidentiality regarding residents.
- Coach residents and team members through interpersonal conflicts and alert Residence Managers regarding special needs or concerns of individual residents or challenging areas in the community.
- Maintain current knowledge and understanding of resources and services to students on campus, and appropriately refer students to such services.
- Regularly connect with every student in their assigned community throughout the academic year.

### **Crisis/On-Call Management**

- Ensure community safety and security within reasonable limits and respond to emergencies as required.
- Fulfil on-call responsibilities including on-call shifts, tours of buildings, carrying and responding to the on-call phone.
- Alert Residence Managers and the Department of Housing and Residence Life Services to events in residence which may violate the Residence Standards or infringe on the rights or safety of students living within residence.
- Report unauthorized individuals who have gained access to their community.
- Assist professional services staff with managing emergency or crisis situations.

### **Administration**

- Monitor the physical conditions of assigned areas for damages, repairs and cleanliness, and report to appropriate staff or work order processes.
- Assist with residence move-in between September 5<sup>th</sup> and September 6<sup>th</sup>, 2020.
- Assist with residence move-out April 24<sup>th</sup> and April 25<sup>th</sup>, 2021.

- Complete all cuPortfolio requirements.
- Complete administrative duties as assigned by the Department of Housing and Residence Life Services.

### **Qualities of an ideal candidate**

Candidates who are selected for the Residence Fellow position often have experience in and a passion for providing service to others. These students can clearly articulate both the challenges and tremendous benefits and opportunities that accompany living in residence halls. The individual suitable for the Residence Fellow position will be self-motivated, take initiative and be capable of functioning both independently and within a group. This individual must possess excellent interpersonal and leadership skills, and be willing to commit their efforts to enhance the Residence Life experience by fostering a culture of community engagement and personal development.

### **Learning Outcomes**

As a result of completing the Residence Fellow role, students will be able to:

- Demonstrate respectful and positive relationships among members of the community through intentional conversations
- Demonstrate effective communication strategies to use with peers, students and supervisors by addressing concerns and/or offering feedback
- Mediate student and/or roommate conflict to help students establish positive relationships
- Demonstrate ability to work in a team setting
- Demonstrate ability to develop creative solutions in unique and demanding situations
- Demonstrate effective student support strategies

### **Conditions of Employment**

- The Residence Fellow will achieve and maintain a minimum of 6.0 GPA. The Residence Fellow will maintain a full-time student status (the equivalent of four full credits over the fall and winter term).
- The Residence Fellow will live in a designated residence room operated by the Department of Housing and Residence Life Services.
- The Residence Fellow is subject to the terms of the Residence Life Expectations Document, Residence Agreement and Residence Standards.
- The Residence Fellow is responsible for all equipment issued to them during employment and will replace or pay damages for loss or failure to return any items.
- The Residence Fellow will maintain good financial standing with Carleton University.
- The Residence Fellow will obtain a Criminal Record Check, including the Vulnerable Sector, which shows no criminal record found or pending.
- The Residence Fellow must have valid certification in Standard First Aid and CPR-C for the duration of their contract.
- The Residence Fellow must have all other commitments (i.e. extra-curricular, employment, varsity and intramural sports...) approved by their Residence Manager.

### **Terms of Employment**

- The Residence Fellow position is an eight month contract from August 24<sup>th</sup>, 2020 – December 24<sup>th</sup>, 2020 and from January 5<sup>th</sup> to April 26<sup>th</sup>, 2021. This includes attending mandatory two week pre-service training and on-going training.
- Complete pre-service summer on-line learning modules and readings.
- Any requests for leave or accommodated absences must be submitted in writing to their Residence Manager for approval two weeks prior to the requested arrival/departure time.

## Remuneration

- Residence accommodation and meal plan are provided for one academic year. The meal plan assigned will be all access.
- A stipend of \$250 is given to each Residence Fellow for the successful completion of August Training.
- Remuneration is reported as a taxable benefit to Revenue Canada and may affect student loans.
- Rideau River Residence Association/Graduate Students Association fees are to be assumed by the Residence Fellow.