

RESIDENCE FELLOW POSITION DESCRIPTION 2024-2025

The Role of the Residence Fellow

A Residence Fellow (RF) is a role model, front-line resource helper, developer of communities and leader for the students on their floor and the overall residence community. The RF is a part-time, live-in student leadership position integral to building community within Carleton's student residences. 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 at the forefront of their role.

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

Learning Goals:

- Personal Development
- Strengthening Indigenous Awareness
- Strengthening Equity, Diversity and Inclusion
- 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. This role involves managing issues within the community to support the security and wellbeing of residents, including serving as a first point of contact during critical incident and crisis situations.

Due to the nature of this position working with vulnerable adults in high stress environments, RFs are required to complete training related to Sexualized Violence Prevention and mental health support, as well as other potential high-impact topics; this training will be arranged by Residence Services as part of RF training.

Please note that Residence Fellows may work in communities with unique attributes including first year, undergraduate and graduate students. Quiet, substance-free and gender-specific communities also exist within our current offerings. Successful applicants may indicate their preference once they are hired but should be prepared to work in any of our residence communities.

Applicants must be registered as a full-time student at Carleton University during the 2024-2025 Academic Year and be eligible to live in residence for the duration of the appointment.

Applicants must be available to work from August 18, 2024 – to April 28th, 2025. Hours of work will include meetings during business hours, self-scheduled work and evening shifts.

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), including weeknights, weekends and holidays
- Complete all assigned administrative work such as email, bi-weekly logs, intentional conversations (RF Chats), Shared Space Agreements, and daily communications
- Attend outlined on-going professional development trainings
- Document violations of Residence Standards and complete any student of concern forms 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 discuss 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 regular one-on-one meetings with assigned Residence Manager.
- Attend weekly team meetings, every Monday evening
- 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 the assigned community throughout the academic year, both in person and virtually.

Crisis/On-Call Management

- Ensure community safety and security within reasonable limits and respond to emergencies as required.
- Fulfill 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 August 29th- September 1st, 2024. Duties include, but not limited to, check-in shifts, community walks and orientation events.
- Assist with residence move-out on April 27th, 2025. Duties include, but not limited to, room inspections and cart sign-outs
- Complete administrative duties as assigned by the Department of Housing and Residence Life Services.
- Complete all Ongoing Training

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 Monday August 18th, 2024 to December 22nd, 2024 and from January 5th, 2025 to April 28th, 2025. This includes attending mandatory two week pre-service training and on-going training
- RFs can expect weekly hours to fluctuate based on the academic calendar and shifting student needs
- 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 and Assistant Director- Residence Life Services 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.