



EQUITY, DIVERSITY & INCLUSION COMMUNITY LEADER POSITION DESCRIPTION 2024-2025

The Role of the Equity, Diversity & Inclusion (EDI) Community Leader

An Equity, Diversity & Inclusion (EDI) Community Leader is looked upon as a mentor, resource person, helper, leader and advocate for our equity deserving students in Residence. They must have a firm commitment to creating an inclusive residence experience that is conducive to learning outside the classroom, personal growth, and development.

EDI Community Leaders keep the Department of Housing and Residence Life Services' Educational Priority and Learning Goals at the forefront of their role.

The EDI Community Leader is responsible for promoting and implementing strategies that will strengthen Equity, Diversity and Inclusion as well as Indigenous Awareness in the residence community. They will assist the Equity, Diversity and Inclusion Officer in implementing EDI frameworks for the residence community. They will need to work collaboratively with the entire department and various Campus Partners as well as student groups and other student staff.

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 is a live-in student staff position responsible for assisting with various aspects of the complex administration of the Residence Life Services program. The scope of this position includes advising, equity-based programming, large scale event management, campus collaborations and administrative responsibilities. Community Developers, Community Advisors and EDI Community Leaders will come together as the Leadership Team. This team will work closely throughout the academic year including sharing office space and attending monthly meetings. Equity, Diversity & Inclusion (EDI) Community Leaders will collaborate with the Leadership Team members and will work in partnership to support specific strategies in various Education Plans.

The position of EDI Community Leaders is challenging, as it requires staff to work with students, administrators, engage with topics around equity (including but not limited to, racism, sexism, genderism, homophobia, transphobia, ableism, colonialism etc.), articulate the rights and responsibilities for both the individual and the University, all while balancing individual pressures of academic and personal responsibilities. This position has immense opportunities for personal growth and professional development.

It affords the EDI Community Leaders an opportunity to develop skills in conflict resolution, leadership, collaboration and interpersonal communication. This position is designed to help prepare the EDI Community Leader for a professional role in the field of Equity and Social Justice or Student Affairs.

Duties

- Complete all job requirements outlined in the Equity, Diversity & Inclusion Educational Plan.
- Maintain a high level of visibility and availability within the residence community, both virtually and in person.
- Oversee all equity related residence-wide community development initiatives.
- Collaborate with campus partners and organizations to implement equity related residence-wide activities.
- Develop and help implement bulletin boards on all residence floors as it relates to equity topics.
- Develop and post bulletin boards in common lobby spaces and Teraanga Commons bulletin boards as it relates to equity topics.
- Complete all assigned administrative work such as weekly logs and daily communications.
- Effectively respond to crisis situations as necessary.
- Brainstorm ways you can support equity deserving students in becoming Positive Contributors
- Support RLS on tours during peak times.
- Attend and assist Joint Team Meetings with RLS
- Support and participate in wider Housing and Residence Life Department select Equity, Diversity, Inclusion and Decolonization initiatives

Community Development

- Establish a presence in the Residence community in order to develop a positive rapport and familiarity with all residents
- Post regular social media updates for all EDI related residence wide community development initiatives.
- Assist in the implementation of Residence and University Orientation activities; including Fall and Winter Orientation, Res Orientation
- Foster on-going relationships with campus partners.
- Implement extensive, multi-faceted EDI awareness campaigns which may include, but are not limited to tabling initiatives, guest speakers, social media campaigns, poster campaigns and community trends.
- Assist in the planning and implementation of Residence-Wide Initiatives
- Organize and chair the EDI Student Committee meeting and assist in the planning and execution of event and/or programs the student group wants to implement.
- Assist in the and the promotion and implementation of all Affinity Groups for students
- Assist in the and the promotion and implementation of all RLS Connections Groups for RLS student staff.
- Assist in the development and implementation of mental health and wellness initiatives in residence as it relates to equity-deserving students
- Attend EDI Student Staff Committee Meetings throughout the year
- Assist with the December and April Study Breaks, ensuring that the needs of equity-deserving students are taken into consideration

Campus Connections

- Initiate connections with on-campus departments in order to connect residence students to additional supports, services and resources.

- Collaborate with the Equity and Inclusive Communities department and the Centre for Indigenous Initiatives to develop and implement programs targeted at equity deserving residence students.

Community Leader

- Serve as a resource of information for initiatives, programs and options available on campus, or seek out appropriate information.
- Creates equity specific opportunities for residents to positively contribute to their communities.
- Implement and support initiatives that create an atmosphere of leadership in residence.
- Implement and support initiatives that create an atmosphere of student engagement in residence.
- Act as a resource and support for all Residence Life Staff in achieving and implementing the Department of Housing and Residence Life Services curricular approach.

Team Member and Role Model

- Develop relationships as a mentor with fellow staff members and students.
- Model a balance of academic and lifestyle choices that demonstrate a focus on education and personal development.
- Actively support, promote and create positive Residence Life initiatives.
- Create and promote an atmosphere conducive to study that encourages a mature and conscientious attitude towards academics.
- Participate in the Residence Life Team selection process for the year following appointment.
- Host regularly schedule drop-in programming office hours.
- Suggest initiatives and community development ideas to meet equity-deserving residents' needs based on time of year and student development cycle.

Student Support

- Refer residents to the appropriate resources and document any concerns as necessary
- Maintain a high level of confidentiality.
- Coach residents through interpersonal conflicts and alert the Department of Housing and Residence Life Services regarding special needs or concerns of individual residents or challenging areas in the community.

Inclusion

- Create a positive and inclusive community through all responsibilities in the role in order to foster respectful relationships among all students in the residence community.
- Facilitate student opportunities for reflection and challenges for personal growth and development.

Crisis Management

- Ensure community safety and security within reasonable limits and respond to emergencies as required.
- Maintain a high level of visibility in their community on occasions where high-risk behaviours may occur (i.e. Fall Orientation, Throwback, Winter Orientation, St. Patrick's Day, last day of residence)
- Report to Department of Housing and Residence Life Services any events that appear to be organized in an irresponsible fashion and/or which may infringe on the rights or safety of students living within the community.

- Report individuals who have gained unauthorized access to their residence community.
- Assist professional services staff with managing emergency or crisis situations.

Training and Administration

- Complete all on-going training session requirements.
- Attend weekly team meetings and bi-weekly one on ones with the Equity, Diversity & Inclusion Officer
- Attend and assist with pre-service and in-service training logistics and set-up beginning August 19th, 2024
- Assist with residence move-in between August 29th-September 1st, 2024. Responsibilities may include check-in shifts, community walks, ticket distribution and assisting with evening programming during Orientation week.
- Assist with residence move-out on April 27th, 2025. Responsibilities may include room inspections, inventory of supplies, and removal of passive programming.
- Monitor the physical conditions of assigned areas for damages, repairs and cleanliness, and report to appropriate staff.
- Complete weekly logs.
- Complete administrative duties as assigned by the Department of Housing and Residence Life Services

Qualities of an ideal candidate

Candidates are required to have knowledge about equity, diversity, decolonization and inclusion in Student Affairs, community living, and Carleton's residence student life. Residence Life Staff experience is considered an asset but not a requirement. Experience in equity, decolonization and inclusion work and leadership work within a university setting will also be considered. These students can clearly articulate both the challenges and tremendous benefits and opportunities that accompany living in and being a leader in a residence community. They understand the issues equity-deserving students face while living in residence and being on-campus. The individual suitable for the EDI Community Leader role will be self-motivated, take initiative and be capable of functioning both independently and within a group. This individual must possess excellent time management, interpersonal and leadership skills, be willing to engage in conversations and programming related to all facets of equity and inclusion and be willing to commit their efforts to enhance the Residence Life experience by fostering a culture of community and personal engagement. An EDI Community Leaders is expected to give the responsibilities of the position priority over all other activities except those which pertain to their academic requirements. This position should be viewed as a lifestyle commitment.

Learning Outcomes:

By the end of their term, EDI Community Leaders will be able to:

- Promote respectful and positive relationships among members of team through effective communication
- Demonstrate an appreciation for peer feedback by seeking, accepting and incorporating it into their own personal and professional development
- Support students and staff in identifying strategies that will help them overcome challenges related to EDI through coaching and making referrals
- Designs and facilitates assigned large-scale EDI residence-wide initiatives and EDI Campaign to promote personal development, positive relationships, and/or community engagement
- Model a balance of academic and lifestyle choices that demonstrate a focus on educational and personal development.

- Serve as a resource to staff for initiatives, programs and options available on campus, and actively seek out appropriate information as necessary.
- Foster on-going, professional relationships with campus partners and the Department of Housing and Residence Life Services
- Develop positive relationships with staff through intentional conversations, coaching and student staff support

Conditions of Employment

- The EDI Community Leader will achieve and maintain a minimum of 6.0 GPA. The EDI Community Leader will maintain a full-time student status (the equivalent of four full credits over the fall and winter term).
- The EDI Community Leader will live in a designated residence room provided by the Department of Housing and Residence Life Services.
- The EDI Community Leader is subject to the terms of the Residence Life Staff Expectations, Residence Agreement and Residence Standards.
- The EDI Community Leader must have completed all administrative and Ongoing Training requirements from their prior Residence Life contract.
- The EDI Community Leader 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 EDI Community Leader will maintain good financial standing with Carleton University.
- The EDI Community Leader will obtain a Criminal Record Check, including the Vulnerable Sector, which shows no criminal record found or pending.
- The EDI Community Leader must have valid certification in Standard First Aid and CPR for the duration of their contract.
- The EDI Community Leader must have all other commitments (i.e. extra-curricular, employment, varsity and intramural sports...) approved by their supervisor.

Terms of Employment

- The EDI Community Leader position is an eight-month contract from 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.
- Complete pre-service summer on-line learning modules and readings.
- Any requests for leave or accommodated absences must be submitted in writing to the Equity, Diversity & Inclusion Officer for approval no less than 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 an All Access Plan.
- A stipend of \$250 is given to each EDI Community Leader for the successful completion of August Training
- An additional stipend of \$500 is given to each EDI Community Leader. 50% of the stipend will be paid at the end of December 2024 and the remaining 50% will be provided at the end of April 2025 based on the successful completion of job expectations.
- 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 EDI Community Leader.

Carleton University is continuing to support a safe and healthy work environment and requires mandatory vaccination against COVID-19. As Carleton University requires that staff be available to attend on-campus meetings and to work, as required, in person, the offer of employment will require that THE EMPLOYEE comply with this policy and be fully vaccinated before commencing employment. Subject to permitted exemptions under the Ontario Human Rights Code, this offer of employment is conditional upon THE EMPLOYEE attesting that they are fully vaccinated with a course of vaccines as per public health guidelines and submitting appropriate proof of vaccination. To do so, please visit www.carleton.ca/covid19. Should THE EMPLOYEE be unable to attest to being fully vaccinated before the start date, this offer is null and void.