

**Posting #25-093CU**

## **Residence Life Coordinator Housing and Residence Life Regular, Full-time**

### **Purpose**

Reporting to the Manager, Residence and Restorative Relations, the Residence Life Coordinator (RLC) is responsible for the creation and delivery of outcome-based programming that supports the diverse communities within Residence at the University of Northern British Columbia (UNBC). This role creates opportunities for student leadership and intellectual growth, which enhances the overall academic mission of UNBC.

Currently, UNBC offers on-campus housing to approximately 550 students. The University is looking for a candidate who is excited about the opportunity to actively contribute and support Residence growth. The coordinator is responsible for day-to-day operational and administrative functions related to Residence Life. Specific duties include training and supervising a team of Residence Assistants, budgetary responsibilities, occupancy management, and leading the principles and initiatives that ensure an environment conducive to academic pursuits, social interaction, healthy diversity and student development. The incumbent will also oversee student conduct and use restorative approaches within Residence.

### **Responsibilities**

Duties include but are not limited to:

- Recruiting, hiring, training, managing, and evaluating of the Residence Assistants (RA) team;
- Initiating, coordinating, and/or overseeing academic, social, and wellness activities and events aimed at engaging the diverse Housing student body;
- Ongoing development, and supervision of outcome-based programming that promotes community, responsibility, education, academic success, wellness, and personal growth;
- Overseeing the necessary factors that create a safe and positive living environment through the development and promotion of policy and programming;
- Liaising and knowledge sharing with other UNBC departments, and campus and community resources;
- Coordinating and leading in emergency crisis situations, and handling student conduct and restorative justice facilitation;
- Implementing new and existing University procedures that align with risk management policy while responsible for assessing and escalating safety concerns appropriately; and
- Managing the Housing specific software for application management and occupancy / room-mating.

## Qualifications

The successful candidate will possess an undergraduate degree in education, social work, humanities, or a relevant field, together with a minimum of one-year related experience with supervisory and administrative responsibilities in a university or college Residence environment. Experience and working knowledge of risk mitigation, student conduct procedures and safety reporting are critical. Experience in educational and recreational program planning, implementation, and evaluation is necessary. An equivalent combination of education and experience will be considered

The successful candidate will possess the following:

- Proficiency in the use of email, word processing, spreadsheet, database and publishing software within the MS Office Suite;
- Proven leadership skills and supervisory abilities;
- Exceptional interpersonal and communication skills, having the ability to effectively consult with stakeholders, working collaboratively with a diverse group of constituents, and building relationships in a team environment is essential;
- Excellent time management and organizational skills are critical, with the ability to problem solve and use a high degree of judgement;
- Must have the ability to work independently and professionally in a high-paced, sometimes stressful environment, requiring initiative and the ability to lead in challenging and sensitive situations;
- Diplomacy and tact are essential;
- Must demonstrate understanding and capacity for maintaining confidentiality and discretion;
- Proficient use of StarRez or other housing software is considered to be an asset;
- Familiarity and experience with restorative justice approaches is considered an asset; and
- An Occupational First Aid certificate is considered an asset.

Employment is conditional to possession of a valid BC Driver's License, confidentiality agreement and a clean criminal record check.

Remote off-campus living is optional for this position, with the exception of a candidate who has had less than 1 year of on-campus living experience within a professional post-secondary Housing and Residence Life role.

## Salary

This position has been classified at a Grade 9. The annual salary range for this position is \$70,215.60 to \$73,127.60 and the normal starting salary will be \$70,215.60.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday. Flexibility is required, as some urgent issues may arise outside of standard working hours.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.



Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employee wellbeing@unbc.ca](mailto:employee wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-093CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30 PM on October 21, 2025.**

