

*Posting #19-097CU(E)*

## **Residence Life Coordinator Student Affairs Term (1 Year), Full Time**

### **Purpose**

Reporting to the Housing Manager, the Residence Life Coordinator 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. 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 Life Assistants, budgetary responsibilities, initiating procedures and communications for student conduct issues in Residence, 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 restitution within Residence.

### **Responsibilities**

Duties include but are not limited to:

- initiating, coordinating and/or overseeing academic, social, and personal life 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, and personal growth;
- recruitment, training, management, and evaluation of Residence Assistants (RA);
- overseeing the necessary factors that create a safe and positive living environment through development and promotion of policy, programming, and liaising with other UNBC departments, Residence Council and campus and community resources;
- coordinating and leading in emergency crisis situations, handling student discipline and facilitating the delivery of services to residents;
- enabling information sharing between Housing and the Director, Safety and Security in an appropriate and timely manner;
- implementing new and existing University procedures that align with risk management policy while being responsible for assessing and escalating safety concerns appropriately.
- living on campus and providing on-call emergency service 24 hours a day 7 days a week on a rotational basis.

## Required Education and Experience

The successful candidate will possess an undergraduate degree in education, social work, humanities or related subjects, together with a minimum of one-year experience with supervisory and administrative responsibilities in a university or college residence. Successful 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 would be considered an asset. An equivalent combination of education and experience will be considered.

## Knowledge, Skills and Abilities

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;
- proficient use of StarRez or other housing software is considered to be an asset;
- the successful candidate must have 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 busy, 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.
- 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.

## Salary

This position has been classified at a Grade 9. The annual salary range for this position is \$57,865.04 – 60,266.56, and the normal starting salary will be \$57,865.04.

This position requires living on campus, flexible hours and on-call availability 24 hours a day 7 days a week. Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday.

UNBC offers excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see [http://www.unbc.ca/faculty\\_staff/index.html](http://www.unbc.ca/faculty_staff/index.html).

## About the Community

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

For the past 10 years, UNBC has placed in the top three in its category in the annual Maclean's university rankings, the only University of its size to achieve that feat. UNBC also recently placed among the top four 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 ~74,000 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

Please forward your resume and proof of education quoting competition #19-097CU(E) 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. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.*

*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 the position is filled.**