

York University
Job Description – Work-Study Student

Job Title: Residence Life Assistant	To Be Completed by HR Only
Type: Work-Study <input type="checkbox"/> LEAP <input checked="" type="checkbox"/>	
Job Code: 954728	
Classification: Student Support	
Level: 2	

The Work Study Student program provides on-campus job opportunities for eligible York University undergraduate students.

Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship.

Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.

As part of your Work-Study/LEAP experience, you will participate in Becoming YU, a program designed to support students in:

- creating meaningful goals and objectives;
- recognizing the value of their personal, academic and professional experiences;
- identifying their competencies and skills; and
- articulating their skills and experiences with confidence.

Becoming YU includes regular meetings with your student employment supervisor/coach for reflecting on your progress and getting valuable feedback.

Job Purpose:

Provide an overview of the job responsibilities

The Residence Life Assistant is responsible for planning, developing and organizing activities and training programs for Residence Life initiatives.

Major Areas of Responsibility:

Briefly describe the main duties and responsibilities

Under the direction of a permanent staff member the Residence Life Assistant may be responsible for some or all the following tasks:

1. Assist with the development, planning, and implementation of the Residence Life programs.
2. Assist in finalizing the training outline, program content, training schedule, and implementation plan for all Residence Life Staff training.
3. Coordinate logistics for the training programs.
4. Supports the development of content and publications.
5. Participates in the delivery of the training programs.
6. Develop and distribute print and online materials that promote opportunities.

7. Liaise with campus partners to assist students with obtaining information about available programs and services.
8. Support student outreach initiatives.
9. Attend and participate in regular team meetings.
10. Other duties as assigned.

Education:

Must be enrolled as a York student

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Experience:

Previous work experience may be considered

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Skills:

Must select skills from approved Job Qualification & Related Skills document

- Ability to meet deadlines and organize time effectively.
- Ability to communicate clearly in written form.
- Ability to plan social activities, programs and events that contribute to an engaged community.
- Ability to communicate with others to explain and share information.
- Ability to collaborate and work with others to complete a shared goal.
- Ability to gather and organize a large amount of information.