

On Call Community Assistant – Academic 2022-2023

Position	Student Worker – Live In
Location	Abbotsford campus
Term	August 16, 2022 – April 30, 2023
Time Commitment	3 - 4 weekday and 1 - 2 weekend days on call shifts/month
Salary	\$420 stipend per month + 4% in lieu of vacation
Direct Supervisor	Manager, Campus Living (MCL)

Housing and Campus Living

Lá:lém te Baker is a campus housing community made up of students who come from many different countries. We typically see over 30 countries represented in our building. Campus Living wants to build a team of Community Assistants that represents the diverse perspectives, lived experiences, and cultural needs of the students living on campus.

Primary Function

On Call Community Assistants (CAs) are student leaders who live in student housing. On Call CAs offer peer support, help students navigate living on their own, and respond to housing issues, conduct incidents or emergencies after hours.

Duties and Responsibilities

- Models responsible community living by upholding all Housing, Campus Living, and UFV policies, regulations, and community standards outlined in the Housing contract and Housing and Campus Living handbook;
- Educates students about the Campus Living community standards;
- Acts in a respectful and professional manner in all interactions with students and staff;
- During on-call shifts is highly visible, available and accessible within the housing community;
- Works to ensure that students are promoting clean, safe, and welcoming shared spaces;
- Promotes a housing environment that is inclusive and equitable to all students;
- Responds to emergency situations as appropriate and directed;
- Informs the MCL of issues arising from their community and housing at large in a timely manner. On occasion, this may occur outside of an On-Call shift;
- Refers any issues that are beyond the expectations of the role or their ability to the MCL;
- Works with the MCL and campus partners (e.g. Campus Security, Counselling) to provide support for significant occurrences within the housing community. Emergency situations (e.g. power outage, severe weather) may occur outside of on-call duties and include the greater UFV community;
- While on call is within 5 minutes walking distance of the building;
- Conducts rounds, completes on-call tasks and responds to incidents during on-call shifts;
- Identifies and reports health and safety issues;
- Participates in bi-monthly staff and one-on-one meetings;
- Reports and attends to damages, housekeeping and maintenance problems;
- Provides after hours peer support;
- Administrative duties include; incident reports, email communication, on-call logs, and promoting programs;
- Adheres to British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and to all UFV and Student Life policies and guidelines, and;
- Performs other duties as assigned and are consistent with the scope of the position.

Qualifications:

- Passionate about contributing to an engaging housing community;
- Demonstrated ability to exercise good judgment in high-risk situations;
- Demonstrated leadership and critical thinking skills;
- Ability to work independently and cooperatively as part of a team;
- Demonstrated appreciation for, and understanding of, equity, diversity, and inclusion;
- Ability to exercise tact and diplomacy when administering university policies;
- Ability to provide feedback to others in a sensitive and encouraging manner;
- Ability to manage time effectively including all academic, personal, and work commitments;
- Ability to complete administrative tasks with an attention to detail and high degree of accuracy;
- Ability to work flexible hours, including evenings, weekends, and holidays;
- Must meet Housing eligibility requirements; this position requires you to live within a pre-assigned; room within Housing, and to meet all Housing and Campus Living fees and payment deadlines;
- Genuine enthusiasm for the UFV community, and familiarity with the services provided to students
- One-year experience living in a Student Housing an asset, and;
- Familiarity with Microsoft Office (Outlook, Excel, Word, etc.).

Additional conditions of employment that you should consider before applying:

- Attend CA Training from August 15 – 26, 2022
- Be available for move-in and Welcome Week events the weeks of August 30th – September 6th;
- Be in housing from 11:00 pm onward at least three out of five nights during the week (Sunday - Thursday) and two weekends each month;
- Attend a bi-monthly staff meeting;
- When on call, be within a 5-minute walking or driving distance from the campus;
- Abstain from alcohol and/or cannabis during training, and move-in;
- Work with the CA Team to ensure a minimum of three Community Assistants are on campus throughout Reading Week; and
- Remain in housing until Noon on December 24, 2022, and 4:30 pm on April 30, 2023;
- Possess an Emergency First Aid Certificate by August 15, 2022 (registration fee is reimbursed).

Application Process

Applications for this position will be accepted starting in March 2021. To apply, submit the following documents through UFV Career Link:

- Cover letter addressed to Christine Zapisocki, Manager, Campus Living, that outlines your interest and explains your suitability for this position (with examples);
- Current resume; including two professional (employment) references with contact information;