

## Advocates for Change Living Learning Community Programming Assistant Academic 2022/23

<b>Position type</b>	Student Hourly
<b>Term:</b>	August 8th, 2022 - April 30th, 2023 (subject to change)
<b>Time commitment:</b>	15 hours/week
<b>Direct supervisor:</b>	Coordinator, Student Transitions & Engagement (STEC)
<b>Wage:</b>	\$15.20/hour + 6% benefits + 4% vacation

### Campus Living – Advocates for Change (Anti-racism) Living and Learning Community

An LLC program is a program for undergraduate students who live in housing and have shared interests. In this case the community theme will be built around Anti-racism. Conversations, education, and reflections will be centered around equity, diversity, and inclusion (EDI). We are committed to attracting and creating a team that represents diverse perspectives and lived experiences as this will lead to creating a community culture that embraces the uniqueness of everyone involved.

### Primary function

The Advocates for Change (Anti-racism) Living Learning Community Programming Assistant (LLCPA) is responsible for assisting with the research, community outreach, development and programming execution of events and workshops for members of the LLC. The LLCPA will be the integral connection between the LLC members, the involved Faculty, professional staff, and Community Assistants. They will take strategic direction from the professional staff and provide ongoing feedback and suggestions to make the Advocates for Change Learning and Living Community programs equitable, engaging, and holistic.

### 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;
- Builds community through involvement in programming, educational and restorative processes;
- Acts in a respectful and professional manner in all interactions with students and staff;
- Connects with students in the LLC prioritizing the development of personal relationships through door-to-door visits, meetings, regular communications, social media and attending events;
- Is aware of community dynamics; addresses and mediates conflict in their community, referring up to their supervisor if needed;
- Promotes an LLC that is inclusive and equitable to all students;
- Supports Housing and Campus Living with the housing orientation;
- Uses and follows the Learning and Living Community Development Plan to plan, promote, and implement community-based programs social and educational events with a focus on promoting anti-racism, equity, diversity and inclusion on a monthly basis;

- Collaborates professionally with the STEC, UFV student groups, Faculty, campus and community partners;
- Hosts floor meetings as determined by the Campus Living Community Development Plan;
- Takes initiative in coordinating and executing events, meetings, and community meals;
- Works within a defined budget to deliver programming, and social events;
- Assists the STEC in the development and facilitation of topic discussion activities;
- Assists in the preparation and presentation of a yearly program report;
- Attends all LLC meetings, programs and community meals;
- Research anti-racism work and networks with other LLCs and community partners;
- Is prepared to encounter a variety of student concerns ranging from anxiety and stress to sexualized violence and suicidal ideations;
- Completes all required online and in person training;
- Maintains accurate records, program files and reports;
- Adheres to British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and to all UFV and Student Life policies and guidelines;
- Performs administrative tasks & other duties as assigned.

### Qualifications

- Current UFV student in good academic standing, minimum of a 3.2 GPA and this must be maintained for the entire term of employment;
- Must have completed at least 6 semesters at UFV by the start of the Fall 2021 semester
- Outgoing, and approachable
- Empathetic and compassionate
- Demonstrated ability to exercise good judgment in high-risk situations;
- Demonstrated leadership and critical thinking skills;
- Highly proficient interpersonal and written/verbal communication skills;
- Ability to exercise tact and diplomacy when administering university policies;
- Ability to provide feedback to others in a sensitive and encouraging manner;
- Excellent time management skills;
- Demonstrated ability to engage effectively with a diverse student population, including persons of all cultural backgrounds, gender identities and expressions, and sexual orientations;
- Demonstrated commitment to equity, diversity and inclusion;
- Willingness to engage in self-reflection and to receive feedback for the purpose of professional development;
- Reliable, responsible, and professional;
- Able to work in a team and independently;
- Demonstrates confidence with leading/facilitating discussion groups;
- Experience in educational programming, event planning, or marketing is an asset;
- Ability to work flexible hours, including evenings, weekends, and holidays;
- Knowledge and/or experience working with design tools such as Microsoft Office (word/excel/ppt), Canva, Instagram, Facebook.

## Benefits

- Personal and professional development
- Become knowledgeable in anti-racism work
- Learn facilitation/public speaking skills
- Develop effective time management skills
- Work on a dynamic, collaborative team of professionals and student staff
- Have opportunities to attend exclusive professional development events, conferences, and workshops

## Conditions of employment that you should consider before applying:

- Attend student staff training from August 15 – 26, 2022;
- Be available for move-in and Welcome Week events the weeks of August 23 – September 6th, 2022 (specific dates will be provided during training);
- Attend a bi-monthly staff meeting;
- Possess an Emergency First Aid Certificate by August 15<sup>th</sup>, 2022 (registration fee is reimbursed).

## Application Process

Applications for this position will be accepted January 25 – February 25, 2022. To apply, submit the following documents through UFV Career Link:

- Cover letter addressed to Jas Braich, Coordinator, Campus Living, that outlines your interest and explains your suitability for this position (with examples);
- Current resume: including two references (employment references preferred) with contact information.