



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/13

Residence Life Manager

Job ID	380100-1-3862	
Web Address	https://careers.indigenous.link/viewjob?jobname=380100-1-3862	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-03-20	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. About the Team Toronto Metropolitan University Housing and Residence Life maintains an extensive Residence Life and Operations program. Our Operations and Administration team supports the on-going development of community for Residence students through the department's functional areas including residence admissions, finance, facilities, desk operations and summer hotelling. Our ultimate goal is to create a community in which students can live and learn in a safe and supportive environment. Student Affairs at Toronto Metropolitan University is a team of educators, learners, and professionals dedicated to supporting students at every stage of their journey at Toronto Metropolitan University. We provide academic, professional, and personal development opportunities and support programs to all students in a variety of formats including online, in workshops and 1:1 appointments, through peer support and professional advising, and in partnership with Faculty and other campus partners.

The Opportunity

As a key member of the Residence Management Team, the Residence Life Manager will oversee the development and delivery of residence life and education programs and activities conducted by Residence Advisors, under the direction of the Associate Director. The successful candidate will manage Residence Advisor (RA), Community Leader (CL), and Graduate Advisor (GA) hiring, training, performance and development. They will engage with campus stakeholders on the development and implementation of programs and activities to ensure residence specific initiatives occur to build strong residence communities. Additionally, the successful candidate will manage residence community crisis situations, ensuring prompt response and necessary escalations, while on site and during on-call rotation.

This position requires the incumbent to live in residence, and directly manages a group of live-in student staff members. Key Responsibilities:

- Manages the development, implementation, and assessment of the Residence learning activities and programming conducted by the Residence Advisors and Community Leaders, including informational and themed sessions that focus on the development of strong residence communities.
 - Actively engages with campus stakeholders. Establishes, fosters and maintains partnerships with campus partners within Student Affairs and across the university.
 - Manages problems and crises, in accordance with all relevant University Policies, processes and protocol including residence community standards and student conduct processes.
 - Responsible for administering transparent and clear processes in accordance with the Residence Community Standards and university policies, including but not limited to: prompt and clear communication, thorough investigation, sound decision-making, and referrals to campus partners, as directed by the Associate Director.
 - Manages and supervises staff (including Residence Advisors, Community Leaders and student volunteers), assigns and prioritizes tasks, establishes goals, sets expectations and evaluates performance.
 - Hires, trains, develops and performance manages assigned staff. Monitors performance and provides feedback to staff on performance. Disciplines, carries out corrective action and makes recommendations on termination, as appropriate.
- Qualifications To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:
- Successful completion of a post-secondary degree in a related field.
 - A minimum of 2 years of experience developing and troubleshooting residence programs for housing students, coordinating activities, planning events in an educational setting.
 - Experience supervising student staff within a post-secondary residence setting, preferably in a unionized environment.
 - Experience responding to emergencies, crises and/or students in distress.
 - Experience supervising staff in a unionized environment.

- Knowledge of student development theories and/or adult learning theories in order to develop and troubleshoot residence programs.
- Knowledge of and understanding about student demographics and student needs related to students accessing and persisting in postsecondary education in a Canadian setting.
- Skills in project management, prioritization, and managing multiple projects.
- Advanced critical thinking skills and adaptability to coordinate and participate in managing a 24/7 environment.
- Skills in budgeting and forecasting related to program development and implementation.
- Strong oral and written communication skills; strong interpersonal skills and the ability to build relationships and deal with conflict;
- Strong attention to detail and time management skills;
- Ability to work in a team or independently.
- Certification(s) in mental health intervention (including but not limited to Mental Health First Aid, Applied Suicide Skills Intervention Training) is required.
- The successful candidate will be required to satisfactorily complete a Criminal Reference Check.
- This position requires the incumbent to live and work in an assigned residence on campus and may occasionally need to deal with difficult students and/or situations.
- This position requires equal participation in the on-call rotation (24 - hours).

Additional Information

Position Number(s) 20004955 and 20004956

Reports To Associate Director, Residence Life and Education

Department Housing and Residence Life

Vacancy Type TERM

Employee Group MAC

Work Location In-Person

Start Date June 1, 2024

End Date May 30, 2026

Hours of Work 36.25

Grade C41

Salary Scale \$60,423 - \$96,521

Hiring Salary Range \$60,423 - \$78,472

Posting Date March 19, 2024

Application Close Date April 2, 2024

Notes:

- An equivalent combination of education and experience may be considered.

As part of the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's career site. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform.. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Residence Life Manager