

Current Leadership Opportunity

Community Assistant (CA)

Term: Immediately to April 14th, 2022

Hours: Approximately 10 hours per week | Shifts are Monday through Thursday 4:15pm – 9:15pm

Compensation: \$15 per hour

Type: Student Hourly Position

Employer: Housing Services, University of Lethbridge

Description:

We are looking to add to our team of dynamic, reliable, and passionate CAs to work on rotation between our three residence facilities: University Hall; Coulee View (Piikani House & Kainai House); and Parkway (Siksika House & Tsuut'ina House, Residence Village, and Mount Blakiston House).

Under the supervision of the Residence Life and Educations Coordinators, CAs are supportive and approachable peers for the residents. They liaise between the residents, the ORS Council, and Housing Services. They play a critical role in helping ensure the safety and security of students outside of regular business hours, and support the development of a positive residence community environment.

CAs demonstrate high quality customer service by greeting and connecting with students. They conduct rounds of the facility to ensure community standards are maintained. CAs uphold and enforce the expectations, policies, and violations found in the Residence Community Handbook, and the decisions of Housing Services. They do so in a professional, fair, and effective manner.

When scheduled, a CA serves as the Residence Assistant on Duty (RAD). The RAD is the first responder to any situations or emergencies that arise in their facility, and when necessary, is responsible for engaging the required supports and resources (i.e. Security Services, Housing Services, emergency services etc.). CAs are role models of the University of Lethbridge's COVID-19 policies and must feel comfortable approaching residents to uphold these policies in residence. While working, CAs are expected to be a public presence in the residence community.

CAs support the function of the Organization of Residence Students (ORS) Council by supporting programming needs through promotion and attendance of events. They maintain an understanding of the council's current events and initiatives while building rapport with its members. CAs provide support in keeping residence spaces clean, safe, and welcoming throughout the COVID-19 pandemic.

Experience with time management, effective communication, conflict resolution and residence life are considered assets.

There is not a live-in requirement although living on residence for the 2021/2022 academic year is an asset. Preference will be given to passionate and motivated individuals with a wide availability.

Qualifications:

- * Passionate about maintaining and promoting a safe, healthy, and engaging residence community.
- * Certified in Standard First Aid/CPR and Mental Health First Aid by designated start date.
- * Successful candidates will need to provide a satisfactory Police Information Check with Vulnerable Sector Check.

Deadline for applications: Open until positions are filled. Applications will be reviewed in the order they are received.

Please complete your application here: https://uleth.qualtrics.com/jfe/form/SV_ctNvpKmqPMiqpn0