

Interim Manager, Residence (1 year term, with potential to become permanent)

StFX is a primarily residential university, approximately half of our undergraduate students reside on campus. Within these numbers it is noteworthy that 85% of our first year students live in residence. We recognize that students choose to live in residence for more than simply a place to live. The Residence Life team partners with community organizations, academic departments, student societies, and campus departments to support learning and connect academic knowledge with practical application in social settings.

We are in the midst of a residence renewal project as part of a broader strategic direction to enhance the residence experience. The 21-22 academic year is a transitional year while we engage stakeholders in a consultative review of the professional and student leadership structure, roles and responsibilities to support the renewed approach to community building and student development. The Interim Manager, Residence will be responsible for management of the Residence Life team during the transition year and the review process. The Interim Manager will be a key contributor to the development of the new model which we expect to implement in the spring of 2022.

This position has responsibility for and oversight of the day-to-day operational management of residence life program including direct supervision of four (4) Residence Life Coordinators and a Residence Education Coordinator, 55 student leaders (Community Advisors and Hall Directors).

Responsibilities:

- Directly supervise and mentor four (4) Residence Life Coordinators (RLC) and the Residence Education Coordinator (REC)
- Monitor and support the effective implementation of residence core and emergent programming in each residence
- On call back up for the RLCs who share on-call duties on campus after hours and on weekends
- Mentor the RLCs to ensure successful one on one engagement with students, using the case management approach that prioritizes early intervention and students at risk
- Review incident reports on a daily basis and assign to the appropriate process – formal conduct or informal resolution.
- Monitor and support RLCs to ensure timely follow-up to incident reports
- Meet with students who need additional support to develop a success plan with them
- Support and participate in the residence renewal project, working closely with the Project Team and focused sub-teams
- Manage the recruitment, selection, placement, and training of Community Advisors, Hall Directors and other student leadership roles developed through the renewal process
- Build relationships and liaise with other departments on campus
- Create opportunities for the RLCs to connect a a team and model healthy community practices as a leadership team

Qualifications

- Master's degree (or in progress) in higher education administration or related field.
- Minimum of five (5) years of relevant and progressive leadership experience in residence life, including supervision and management of student/professional staff.
- Understanding of restorative practices and principles in behaviour management.
- Demonstrated ability to work with faculty and academic administrators.
- Mental Health First Aid, and ASIST training an asset.
- Experience with alcohol and drug harm reduction strategies, and trauma informed approach to sexual violence.
- Knowledge of the Privacy Act as it relates to post-secondary administration.