

**Community Assistant On Call
Summer 2022**

Position	Student Worker – Live In
Location	Abbotsford campus
Term	May 1 – August 31, 2021
Time Commitment	7 – 10 hours/month 6 – 7 weekdays shifts/month, 3 weekend days shifts/month
Salary	\$550 stipend per month + 4% in lieu of vacation
Direct Supervisor	Manager of Campus Living or Housing Operations Coordinator

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 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, 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

- Full-time student at UFV with a minimum cumulative GPA of 2.0;
- 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;
- 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;
- Ability to work with frequent interruptions;
- Ability to meet deadlines under pressure;
- Highly organized with an interest in student/professional development and human service;
- Genuine enthusiasm for the UFV community, and familiarity with the services provided to students;
- Familiarity with Microsoft Office (Outlook, Excel, Word, etc.).

Application Process

Applications for this position will be accepted January 17 – February 25, 2022. 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 references (employment references preferred) with contact information.