

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00713	Pay Grade:	7
JD Title:	Community Development Coordinator	JD FTE Hours:	35
Job Family:	Student Services		

General Description

Responsible for supporting community development in residence in the areas of student success, student learning, and community standards in accordance with the Residence Code of Conduct. Develops, implements, coordinates, and maintains educational and social programs.

Representative Duties & Responsibilities

- Develop, maintain, and coordinate a programming resource inventory related to educational topics and themes.
- Develop, implement, and assess training workshops for students and staff.
- Identify, develop, and maintain effective working relationships between the Residence Life Office and various campus partners which assist in the education and development of residence students.
- Meet with students to help them identify learning from behavioural issues related to the Residence Code of Conduct.
- Meet with at-risk students to monitor and assist with the personal wellbeing and student success.
- Assist with the development and presentation of educational workshops for students as a result of code violations.
- Lead investigations into code of conduct violations at the request of the Residence Life Coordinator.
- Coordinate the administration, monitoring, tracking, and grading of a various residence code of conduct educational sanctions.
- Assist with the development and administration of annual programs and projects such as staff selection, staff evaluations, selection and training, and student recognition as directed by the Residence Life Management Team.
- Use a customized software program to coordinate the design, preparation, launch, and monitoring of various assessment projects.
- Review, analyze, and prepare summaries of assessment information to be used in strategic planning and on-going operational improvements to support student learning, success, and satisfaction.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Update and maintain information on websites and social networks.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Set up and maintain filing systems, both electronic and hard copy.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.

Representative Duties & Responsibilities

- Assemble, copy, collate, and disseminate a variety of documents and materials.

Supervision

- Ongoing responsibility for hiring and supervising 10 or more casual employees at any one time.

Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience, including one year of supervisory experience in a residence environment.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
 - Collecting routine information and files to word process routine documents such as correspondence and forms, and inputting data into spreadsheets and databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Meeting with students to help them identify learning from behavioural issues related to the Residence Code of Conduct.
 - Meeting with at-risk students to monitor and assist with their personal wellbeing and student success.
 - Assisting with the development and presentation of educational workshops for students as a result of code violations.
 - Leading investigations into code of conduct violations at the request of the Residence Life Coordinator.
 - Coordinating the administration, monitoring, tracking, and grading of a various residence code of conduct educational sanctions.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD Title:	Community Development Coordinator	Total Points:	489
Job Family:	Student Services		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.0	39
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.5	37
	10. Responsibility for Others	4.0 ^{Full}	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.0	39
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5