# NON-ACADEMIC COHORT LEADER (NACL)

All Living Learning Communities

Residence Services—Job Posting

2022-23 Academic Year

| Positions Available | ● Indigenous students  
|                    | ● Social Justice & Leadership (required to live in Lister Centre)  
|                    | ● 2SLGBTQ+  
| Employment Dates   | August 8, 2022 - April 30, 2023  
|                   | Note: Fall employment start dates may be adjusted by a few days to allow for online training components provided to complete on your own before beginning on-campus training.  
| Pay Rate           | $15.00/hour, plus 1.5% Vacation Pay: 4% of base pay (in lieu of vacation)  
|                   | Statutory Holiday Pay: 5% (in lieu of statutory holidays)  
| Hours              | Approximately 14 hours/month*  
|                   | *Will include evening and weekend work  
|                   | *Includes a combination of scheduled and flexible/self-scheduled hours  
|                   | *Not including hours during training and orientation  
| Type               | Casual Level 1 Student Staff  
| Department and Division | Campus Services  
|                   | Residence Services - Residence Life  
| How to Apply       | Complete application form [here](#)  
|                   | Applications remain open until all positions are filled

## Position Summary

Reporting to the Diversity & Inclusion intern, the role of the Non-Academic Cohort Leader (NACL) is to build community by providing support and programming that will meet the needs of niche groups of students living in residence. Their primary duties include through the coordination of events programming, the development of an active online community through the [Expedition:Connect](#) program, providing supportive listening to members of the community as needed, and connecting members of the community to campus and community services and resources as needed. The Non-Academic Cohort Leaders will contribute to a diverse, inclusive and supportive community in residence by providing programming that will both support non-academic cohort students and promote understanding of social justice and diversity to the wider community. The NACL will also
act as a liaison between Residence Services and the appropriate campus resources and services that can positively impact student relationships and sense of community. Overall, this position plays a key role in helping ensure residence is a place where all prospective and current students in residence feel welcomed and able to succeed irrespective of their identity or past experiences.

* Most NACL positions are not required to live on campus during the term of employment. The exception to this is the Social Justice & Leadership Cohort Leader who must live on their community’s floor in Lister Centre. If the successful candidate chooses to or is required to live in residence, note that all residents are responsible for the associated costs of their community.

**Responsibilities**

▸ Coordinate a welcome event for community participants during residence orientation and a farewell event at the end of the year. The successful candidate will use assessment data, research, and information provided by supervisors to guide programming

▸ Regularly plan, facilitate and report on the success of programming that builds community, and supports the needs of students in the Living Learning Community as outlined in training

▸ Promote awareness and understanding of social issues and diversity in residence

▸ Identify and communicate events relevant to community being hosted on-campus and in the Edmonton community, and encourage community members through emails, newsletters, posters, and social media pages

▸ Build relationships and have supportive conversations with community members. This includes assisting them in navigating resources and services on campus, and at times, in the Edmonton community.

▸ Conduct regular research into current community student needs and trends as needed

▸ Compose an annual report and provide feedback to guide the position and the community for the future

▸ Maintain open communication and attend regular meetings with supervisor(s), appropriate campus partners and the NACL team

▸ Additional Hours may be available, for instance:
  ▶ To support University-wide programming relevant to the cohort (i.e. University Pride Week)
  ▶ To support other student staff roles in training, professional development, or consultation
  ▶ Host additional residence-wide programming (if applicable and as needed)

▸ Other duties as assigned

**Skills and Qualifications**

▸ Must be enrolled as a full-time student at the University of Alberta with a minimum GPA of 2.3

▸ Communicate effectively to groups and individuals (verbally and in writing)

▸ Strong collaboration, critical thinking, problem solving and conflict resolution skills

▸ Ability to self-manage, prioritize independently, care for one’s own health and wellness, and employ resilience in challenging situations

▸ Ability to lead a community and provide equitable support to any student irrespective of race, gender, sexuality, ability, nationality, and religion
Prior experience living or working in residence is considered an asset, but is not necessary
Prior leadership experience with students or youth be considered an asset, but is not necessary

Expectations

- Maintain full-time student status at the University of Alberta in Fall 2022 and Winter 2022 with a minimum 2.3 GPA.
- Not engage in any behaviour or activity while living in residence that damages the reputation of the residence community, Residence Services or the University of Alberta.
- Agree to behave according to the expectations listed above, the Community Standards, the Residence Agreement, the House Rules, and the Code of Student Behaviour. Failure to do so will result in the possible termination of the role.
- Must be available for dates of employment, including residence orientation, move-in/move-out events, and attending training sessions.
- Must abstain from student teaching or participating in co-op work terms that take place outside of Edmonton city limits and/or that reduce availability for responsibilities.
- Proof of full vaccination against COVID-19 in compliance with the University's COVID-19 Vaccination Directive. Fully Vaccinated means a status an individual achieves 14 days after having received the recommended number of doses of a COVID-19 vaccine approved by Health Canada or the World Health Organization, and requires the individual to maintain the recommended number and type of vaccine doses as updated and required by Health Canada thereafter.

Statement on COVID-19 pandemic

The number of residence student staff required may be impacted by changes in the global pandemic, provincial public health guidance, and university decisions. These impacts are unpredictable and unfortunate. Student staff positions will be a function of the demand within our residence system. However, if demand goes down, we could see reductions from the initial offers that go out in March 2022. If there are any changes that occur as a result of the COVID-19 pandemic you will be notified as soon as possible by Residence Life staff.

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.