

Position Job Title: Manager, Residence Life and Student Leadership

Location: Squamish, BC

Reports To: Dean, Student Life

About Quest University

Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary, excellent extended health benefits, RRSP matching, flexible work arrangements and a dynamic workplace. For more information about Quest, visit us online at www.questu.ca.

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

About the Role

Quest University Canada is seeking a versatile, empathetic, and innovative leader for the role of Manager, Residence Life and Student Leadership. Quest is a residential campus and living on campus is a central part of the Quest student experience. The Manager provides support services that foster student learning, success and strong student communities. The Manager plays an important role in the creation and implementation of systems, processes, and initiatives to enhance students' on-campus experience. The Manager, Residence Life and Student Leadership is responsible for overall research, design, and delivery of co-curricular social and educational programming in campus residences. Serving as a liaison to all student leaders, this individual will support students as they plan and deliver on-campus programs, events, and initiatives. This individual leads a team of part-time and student staff, including their recruitment, supervision, training, development, coaching, and performance management. The Manager plays an active role in student care and conduct, including promoting community living standards, managing behavioural concerns, administering sanctions, and making referrals to appropriate on and off-campus supports. This individual is also a key member of Quest's emergency response system. Residence Life offers after-hours emergency response to resident crises and emergencies. Irregular hours, extended workdays,

and attendance at evening and weekend meetings, programs, functions are often required.

Knowledge, Skills and Abilities

- Knowledge of young adult and community development.
- Knowledge of and commitment to the [mission, vision, and values](#) of Quest
- Ability and commitment to serving the needs of a diverse student population, including skill in collaborating with stakeholders to remove barriers faced by equity deserving groups.
- Knowledge of current best practices and legal requirements in higher education.
- Excellent interpersonal, written, presentation, and oral communication skills, delivered in a manner appropriate to the audience.
- Ability to work as a team leader and in the development of effective working relationships with a wide range of students, faculty, and staff.
- Ability to supervise and coach professional, para-professional, and student staff.
- Knowledge and ability in researching, designing, delivering, and assessing social, educational, and recreational programming.
- Knowledge and understanding of relevant privacy guidelines, the ability to communicate difficult/sensitive information, and skill in meeting confidentiality requirements.
- Ability to respond effectively and efficiently in high-stress, crisis, and emergency situations.
- Ability to analyze data, synthesize complex information, and derive appropriate recommendations.
- Ability to identify, develop, implement, and evaluate innovative programming and practices.
- Ability to establish priorities, organize, schedule, and solve problems.

Qualifications

- Bachelor's degree in Education, Social Sciences, or other related field;
- 5-7 years of recent related experience, or equivalent combination of formal education and relevant work experience;
- Experience working alongside and actively advancing equity for traditionally minoritized students;
- Experience in conflict mediation and case management;
- Experience in program and event coordination or management, including risk mitigation;
- Experience working in education, preferably in Higher Education;
- Experience designing, delivering, and assessing education and training;
- Experience supervising and coaching a team;
- Experience with setting priorities and achieving departmental goals and objectives in a fast-paced environment;

- Additional training in conflict mediation, mental health first aid, young adult development, human resources, risk and emergency management, first-aid, and coaching/advising an asset.
- Knowledge of and experience working with StarRez student housing software an asset.

To Apply

Candidates are asked to submit the following documents in PDF format.

- A full curriculum vitae detailing qualifications and relevant achievements.
- A covering letter describing briefly how candidates meet the criteria in the 'Qualifications' section of the job profile, why the appointment is of interest, and what they believe they can bring to the role.
- Names of references and evidence of credentials will only be requested at the end of the recruitment process.

Contact Email: Human.Resources@questu.ca

Closing Date: June 24, 2022

Start Date: ASAP

Quest University is committed to equity and diversity in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the "Freedom of Information and Protection of Privacy Act" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.