

RESIDENCE PROCTOR POSITION DESCRIPTION

RESIDENCE LIFE, UNB FREDERICTON

UPDATED FEBRUARY 2021

OVERVIEW

Residence Proctors are student staff members of the Residence Life Team. The primary role of the Residence Life Proctor is to provide frontline support to residents of their assigned area, with a focus on providing a safe and positive environment, meeting residents' individual needs, and building a sense of community. Residence Proctor's support role is extended to the broader residence community through their participation in the Residence Community on Call program.

Residence Proctors receive role-specific training to assist with their goal of enhancing the overall experience of their residents. The Residence Proctor's focus is on facilitating the development of the students in their assigned area, both individually through personal interaction, referrals and mentoring and collectively through programming. Residence Proctors are the primary support for issues related to their assigned area and works closely with other leaders in their community on conduct, initial crisis intervention and administrative tasks. Proctors are required to be regularly available to community residents for the duration of their contract period.

RESIDENCE COMMUNITY LEADERSHIP'S ROLE IN PUBLIC HEALTH AND SAFETY

The Residence Community at UNB Fredericton is working in partnership with Public Health, the UNB COVID 19 Response Team, and the Department of Public Education, Training and Labour to design an operational plan for the 2021-2022 academic year. The residence student experience has changed in response to the COVID 19 pandemic and residence student leaders have an important role in supporting community safety and wellbeing.

In addition to providing front line support and contributing to community development, residence leaders will assist in establishing and enforcing important community safety rules designed to reduce the possibility of community spread within the residence system. One of the important ways that Residence Proctors will support the health and safety of the community will be through supporting residence students who are completing mandatory self-isolations following travel or potential exposure to the virus. Residence Leaders will support residents during their self-isolation period by delivering items to the outside of isolation rooms/spaces such as pre-packaged meals and/or groceries and making check-in calls to students daily to ensure they are doing well during the isolation period, providing virtual programming opportunities. Throughout the year, Residence Proctors will support community health and safety by helping to monitor common areas when needed (lounges, dining hall etc.) for appropriate capacities/social distancing, and helping to communicate, clarify, and enforce, Public Health and UNB expectations related to COVID protocols and community expectations.

It is important to recognize that our provincial and community response to public health and safety continues to evolve alongside our understanding of the COVID 19 virus. The Residence Leadership

Team will be called upon to respond to changes in Public Health guidance and mandates, which may involve adjusting our operational plan and/or community standards. Residence Proctors will play a key role in helping us disseminate urgent public health information and educate our residents about any changes to community standards, processes, or protocols.

Residence leaders will be provided comprehensive training, clear protocols, and personal protective equipment as necessary to safely accomplish these tasks.

MAJOR RESPONSIBILITIES AND PROFESSIONAL DOMAINS

PROFESSIONALISM AND ADMINISTRATION

Residence Proctors are responsible for acting with integrity as a representative of Residence Life, Student Services, and the University of New Brunswick. All proctors are expected to keep in regular communication with Residence Administration and attend weekly Residence Life Team meetings. These partnerships will result in proctors being exposed to personal information regarding residents, therefore maintaining confidentiality (as per the House Team Confidentiality policy) is essential.

Proctors are expected to be active participants in all official training events. This includes Pre-Term Leadership Training, rejuvenation training traditionally held in January, transition themed training that is traditionally held in March, and additional professional development events offered based on community needs.

Proctors are also responsible for a variety of administrative duties. This includes completing Room Inventory Forms, nightly logbook reports, end of term room checks, and other Residence Life related duties as requested. Proctors also assist and support the Residence Office staff with administrative tasks such as compiling and submitting room change requests, identifying facilities issues, promoting the completion of surveys, and informing students (through email, posters, or other means) of important information.

COMMUNITY DEVELOPMENT

Proctors use the Community Development Model framework to create a supportive living and learning environment for each individual student and develop a community wide sense of unity. The CDM divides the academic year in to six independent cycles. During each cycle, Proctors are responsible for completing one "Community Connection" and one "Touchstone Event". Community Connection assignments alternate between hosting a community meeting and completing one on one discussions with each resident in your designated area. Touchstone Events are programs that are inspired by designated learning outcomes and objectives.

CONDUCT AND CRISIS MANAGEMENT

Proctors assume responsibility for maintaining order within the immediate vicinity of residence and the meal halls. Proctors will receive adequate training to effectively address an emerging crisis and how and when to engage an appropriate crisis response resource. This includes participation in an on-call rotation with other House Proctors responding.

The Proctor-on-Call hours are from 4:30 pm-8am on weekdays and are extended to 24/7 coverage on weekends, the Fall and Winter check in dates, and during the exam periods. During this coverage, proctors are required to complete rounds of their community, interact with their residents, and document all events of significance, including community standard violations. The frequency of rounds

will increase during peak hours. While on call, Proctors will be trained and prepared to trouble shoot low level facilities and maintenance concerns and be provided resources to respond to issues beyond their training. On call responsibilities will be further clarified during Pre-Term Leadership Training.

TEAMWORK AND MENTORSHIP

The success of a residence program relies on the Proctor Team's ability to work as a cohesive unit. Proctor Team members are expected to show respect and consideration for their fellow leaders. Part of this consideration is modeled through completing job requirements as assigned and by making consistent, positive contributions during team meetings.

Proctors are primarily mentored and supervised by their Community Residence Life Coordinator, a full-time residence professional who is committed to providing residence student leaders with ongoing guidance, mentorship, and professional development. However, all proctors will receive support, guidance, and mentorship with all members of the Residence Life Team as part of the RLT on Call program.

Proctors who consistently do not meet performance requirements may be required to attend additional coaching sessions, complete additional training modules, be placed on formal probation, or dismissed from their role.

QUALIFICATIONS

Successful Applicants will need to demonstrate the following:

- Completed at minimum one year of post-secondary education by the start of the posted position with an official record of good academic standing.
- An established ability and interest in fostering student and community development.

Preference will be given to:

- Applicants who intend to hold the position for the entire academic year
- Applicants who hold current a St John Ambulance Emergency First Aid-CPR Certificate or equivalent (must be acquired prior to Fall Leadership Training)
- Applicants that have knowledge of, or experience in, a post-secondary residence system.

APPOINTMENT

- Appointed by the Director (RL) in collaboration with the Residence Life Coordinator team
- Appointment terms are as per the Residence Leadership Agreement
- All appointments are offered in good faith, with the understanding that offers may be rescinded due to reduced residence occupancy. If an offer is rescinded due to low occupancy, the applicant will be offered a position on the Proctor Alternate Team.
- The first four months of any appointment is probationary, and continuing satisfactory performance is assessed in regular intervals as per the Community Development Model.
- Appointments begin when the leader takes possession of keys to their assigned proctor room and conclude when all assigned end of term duties are completed (on the day following the official residence closure of each term, unless otherwise specified in letter of appointment).

- Proctors are required to submit Residence Reapplications and Residence Application fees no later than June 15, 2021. to secure their position in residence. If a proctor's reapplication is incomplete their position will be considered vacated.

DURATION OF ASSIGNMENT

All Proctors are expected to be in residence from the beginning of Pre-Term Leadership Training in August until the day after all other residence students are required to check out of residence in December. For the Winter Term, Proctors are asked to return to residence one day before residence opens for students at large and remain until the day after all other residence students are required to check out in April. Proctors are also required to provide coverage during holiday weekends (Thanksgiving, Nov. 11, Easter) and both fall and winter Reading Weeks. Consistent presence during both exam periods is expected. This responsibility extends to continuous coverage in the event of a strike by University employees; a lock-out of employees by the University; or any other form of job action or labour unrest; health emergency; public health emergencies, whether localized, national, or international; unusually destructive or disruptive storms; as well as any extension of term from an extended pause of classes.

Due to restricted space, time and resources, Residence Life can only accommodate Residence Leaders who are required to self-isolate prior to the start of the Pre-Term Leadership Training. This may mean that Residence Leaders who are from outside of New Brunswick (or from anywhere self-isolation would be required upon return) will need to remain in the province for the duration of their contract term. Residence Leaders will not be charged for the space they occupy for pre-term self-isolation, but they will be responsible for costs associated with personal meals and supplies. For Residence Proctors self-isolating in traditional residence, this will require purchasing a self-isolation meal plan, where daily meals will be delivered outside of your isolation space.

COMPENSATION

All Proctors will receive a credit against their residence fees equivalent to the room rate of their assigned location for the period of their Proctorship. We strive to ensure that proctor rooms are equitable, but exact accommodations will vary based on building assignment. Proctors are responsible for all other residence fees, including meal plan fees, house dues, and communication fees.