



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Residence Life Lead <i>Staff Bargaining Unit</i>
Position Status:	Permanent, Full-Time (35 hrs/week) Monday to Friday, 8:30am to 4:30pm OSSTF
Department:	Student Life & Ancillary Services
Supervision Received:	Manager, Student Life Operations
Supervision Exercised:	Residence Don, Residence Advisors (RA), Volunteers
Location:	Sault Ste. Marie, ON
Number of Positions:	1

PRIMARY FUNCTIONS:

A.	Residence Life Operations	50%
B.	Residence Life Programming	40%
C.	Administration/Other Duties	10%
TOTAL		100%

Algoma University has an existing vacancy in the position of Residence Life Lead. The Residence Life Lead is responsible for overseeing all aspects of Residence Life, including residence operations, training residence staff, programming, sharing information/resources, updating policies/procedures, and residence move-ins. The Residence Life Lead will be the



primary point of contact for all residence inquiries, as well as the main point of support for Residence Advisors and the Residence Don. This position will receive regular supervision from the Manager, Student Life Operations.

RESPONSIBILITIES:

A. Residence Life Operations (50%)

- Under the advisement of the Manager, responsible for coordinating the safety and security training measures for residence students and residence staff.
- Communicate with security/collaborates when responding to incidents and guide them on residence-specific matters as needed.
- Develop and maintain residence contracts and individual files.
- Help develop and communicate residence protocols, review best practices and update residence policies/procedures annually, or more frequently as needed.
- Lead the development of Residence Advisor training manuals, Residence Handbook, and all other pertinent protocols and procedures.
- Develop Residence Advisor training manuals and materials, coordinate/schedule training sessions with both internal and external stakeholders to ensure well-rounded training, and that RAs are prepared to support student needs.
- Deliver a full training program annually (or more frequently as needed) and refresher/continued training sessions throughout the year.
- Organize move-in volunteers, residence life staff support, and community support and activities to aid in transition to residence.
- Support and respond to non-emergency student-related incidents.
- Meet regularly with Residence Advisors to lead them and provide support through RA meetings, Hall meetings, and 1:1 meetings.
- Direct students to support resources as required (health/wellness, financial services, learning center, advising, career hub, EL, community supports, etc.).
- Work with other departments on requests for conference housing as needed.
- Coordinate support for emergency housing when needed.
- Oversee budget tracking, purchases, etc. as required.
- Assist in the development and review of risk management policies related to programming and risk management assessment of student programming plans.

B. Residence Life Programming (40%)



- Lead event planning amongst Residence Advisors, Residence Don and Residence Council residence programming.
- Plan and execute a Residence Orientation program and sessions before classes begin.
- Ensure the RA team has planned a programming schedule that includes social events, community building activities, and educational programming.
- Oversee the budget for programming.
- Oversee and guide the RA team through event planning and coordinate materials, bookings, payments, etc.
- Lead the planning of the year-end Residence Banquet.
- Gather feedback from residence students to aid in delivering programming through surveys focused groups, and any other method.

C. Administration/Other Duties (10%)

- With the approval of the Manager and the assistance of the Communications department, oversee and update programming promotional materials, Resident communication memos and posters/notices.
- Document and manage residence life-related handbook, policies & contracts and community living standards.
- Develop, distribute, and track completion of roommate agreements - follow up as needed, help guide mediation, etc.
- Other duties, as assigned by the Manager.

WORKING CONDITIONS:

Physical Effort

Moderate

Physical Effort with some time spent away from desk for content gathering, room inspections, events

Physical Environment

Moderate

Physical Environment with some working in outdoor conditions occasionally

Sensory Attention

Moderate

Sensory attention needed due to frequent disruptions by staff or members that may require some backtracking to complete work



Mental Stress

Considerable

Mental stress due to dealing with behaviourally difficult clients; some flexibility in work schedule required due to events and on-call support

MINIMUM QUALIFICATIONS

- A Post Secondary Education (College Diploma) is required, and a minimum of four (4) years of experience working in a post-secondary, residence setting (as an RA or Don), or in a similar role is required, or an equivalent combination of both education and experience, is required.
- Mental Health First Aid Training Certificate is required.
- CPR/First Aid Certification is required.
- Experience working with publication programs such as Canva is considered an asset.
- Excellent communication skills, both written and verbal, are required.
- Excellent customer service skills.
- Strong interpersonal and leadership skills in working with student employees.
- Ability to work in a team environment.
- Understanding of and ability to uphold strict confidentiality.
- Strong computer skills, including social media, are required.
- Vulnerable Police sector check is required.

Salary Scale: \$63,377 to \$79,222 annually

To apply for this position, please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on September 10, 2026.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities. Algoma University welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.