



## Manager, Residences

### Student Life

Professional Staff Group

Regular Full Time

**Classification:** Band E

**Salary Range:** \$63,882-\$78,039

### Overview

St. Francis Xavier University is a top-ranking Canadian university seeking a Manager, Residences to join our team. Reporting to the Director, Student Life, the Manager, Residences oversees the Residence Life department including direct supervision of 7 Residence Life Coordinators who are responsible for approximately 60 student staff in the residence buildings. The Manager is responsible for the overall student experience in residence which encompasses a developmental mentorship framework, proactive and responsive community management, and educational curriculum that promotes healthy development and flourishing communities in residence.

The nature of this work will require that they work variable hours so that they are often present at campus events which take place in the evenings and some weekends.

### Key Responsibilities

- Manage and coach the RLC team to be effective mentors to the student staff team and developmental mentors for students in their residence, particularly in responding to behavioral issues
- Champion the StFX relational model for community development, restorative and discipline process to address behavioral concerns that impact the residence community. Refer misconduct cases to the Student Conduct Office where appropriate.  
Work collaboratively with the Manager of Housing on residence allocations, placements, occupancy, relocation processes, and facilities management.
- Oversee the strategic planning, development and execution of the residence student experience strategy, advancing the institutional mission and strategic plan
- Maintain the Residence Standards policies and procedures for addressing behavioral issues and incidents in residence
- Lead the development and facilitation of annual and ongoing training and professional development of the RLCs and student staff positions

### Qualifications

- Master's degree (or in progress) in higher education administration or related field.
- Minimum of five (5) years of relevant and progressive leadership experience in residence life, including supervision and management of student/professional staff.
- Understanding of restorative practices and principles in behavior management.
- Demonstrated ability to work with faculty and academic administrators.
- Mental Health First Aid, and ASIST training an asset.
- Experience with alcohol and drug harm reduction strategies, and trauma informed approach to sexual violence.
- Knowledge of the Privacy Act as it relates to post-secondary administration.

## **Application Instructions**

Applications will be received **until 5 pm AST on July 10, 2023**. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at [careers@stfx.ca](mailto:careers@stfx.ca). Only those selected for an interview will be contacted.

*St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.*

*Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.*

*We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.*

## **About the Student Life Office**

The Student Life Office works closely with other areas on campus to connect students to programs and people that help them succeed. We believe that the StFX community can be a sustainable, healthy, safe and vibrant place for students to live and learn and we provide connections to people and opportunities to make that vision possible. We strive to provide a positive space for all students to feel welcome and included in the wider StFX and Antigonish community. Academic success should always be students number one priority, a close second should be getting involved in the community around them.

## **About StFX**

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit [www.stfx.ca](http://www.stfx.ca)

## **About Antigonish, Nova Scotia**

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit [www.townofantigonish.ca](http://www.townofantigonish.ca) or [www.visitantigonish.ca](http://www.visitantigonish.ca).