

Learning eXperience Assistant (LXA)

Job Description and Application Process

Deadline: Sunday, January 15th, 2023, at 11:59 PM EST

The New College Office of Residence and Student Life (ORSL) is pleased to introduce the application for Learning eXperience Assistants (LXAs) for the 2023-24 academic year. This document provides an overview of the position responsibilities, job requirements, and application process. Please review the following information carefully and tailor your application appropriately.

Position Responsibilities: the role of the Learning eXperience Assistant is diverse and comprehensive. Under the direction of the Residence Life Program Coordinator and other professional staff in the Office of Residence and Student Life, LXAs will discharge the following responsibilities:

Programming and Community Outreach:

- Engage respectfully with equity-seeking groups to design learning experiences dedicated to and/or focused on BIPOC, 2SLGBTQIA+ experiences, knowledge, and opportunities.
- Assist with the design and facilitation of monthly programs alongside professional staff, campus partners, and industry to meet pre-determined learning objectives and curriculum goals.
- Maintain a strong presence and high-level of visibility, approachability, and availability in the residence.
- Act as a positive role model and upstander in the New College community.
- Assist with other program and community outreach duties as requested and/or assigned.

Digital Content Creation:

- Support the creation of comprehensive and interactive story telling content using digital design tools (e.g., Canva, Adobe Creative Cloud).
- Employ design thinking, social media communication, and asset management to assist in the development of digital programs and resources.
- Adhere to New College design guides and AODA accessibility standards.
- Assist with other digital content creation tasks as requested and/or assigned.

Program Assessment and Evaluation:

- Support the development of survey instruments and outreach tools to make data-driven assessments of program needs, opportunities, and gaps.
- Assist in the production of monthly reports of survey findings to share with student leaders and professional staff.
- Assist with other program assessment and evaluation duties as requested and/or assigned.

Administration:

- Attend all mandatory scheduled training and professional development sessions as outlined in the contract and established by the Residence Life Program Coordinator
- Work positively and collaboratively with student leaders and staff (including Residence Dons, New College Residence Council members, and student life staff) to support the residence community.

- LXAs are required to attend bi-weekly LXA meetings organized by the Residence Life Program Coordinator
- Submit a reflection at the contract end date to capture strengths and weaknesses of the role.
- LXAs are required to respond in a timely manner to any ORSL staff communications, including checking their @mail.utoronto.ca email address and Microsoft Teams daily and responding to emails or communications within 24 hours.
- Assist with other administrative tasks as requested and/or assigned.

Hours Per Week: Learning eXperience Assistants are expected to work approximately 10 hours per week, to a maximum of 285 hours for the academic year. Please note, Learning eXperience Assistants are required, from time to time, to support residence and university programming outside their regular work hours, such as Fall Campus Day, New College Orientation, student-staff hiring, etc.

Minimum Requirements: to be considered for this role, applicants must meet all of the following criteria. Applicants must:

- Be enrolled in a full-time undergraduate program at the University of Toronto, St. George campus.
- Have completed at least one year of full-time study.
- Be in good academic standing (i.e., possess a minimum cumulative grade point average of 2.0 at the time of application and for the duration of the contract).
- Be available for approximately one week of pre-service training to take place in late August 2023 (dates to be confirmed). Candidates unable to commit to the full training schedule cannot be considered for the Learning eXperience Assistant role.
- Move into New College Residence in late August 2023 (date to be confirmed).
- Commit to making New College their primary residence for the duration of the contract.

Success Criteria: the successful candidates will possess some or all of the following criteria.

- Demonstrated experience organizing events for a diverse set of individuals and interests.
- Strong interpersonal, communication, and leadership skills; demonstrated experience working in a team environment and collaborating positively with others.
- Robust storytelling, writing, and editing skills in academic and non-academic contexts.
- Proficiency with content creation tools (e.g., Canva, Adobe Creative Cloud) and social media platforms (e.g., TikTok, Instagram), or a willingness to acquire these skills.
- Demonstrated experience designing survey tools, gathering feedback, and analyzing data to discern trends, themes, and key takeaways, or a willingness to acquire these skills.
- A commitment to equity, inclusivity, and accessibility in all aspects of work and community outreach. A willingness to listen, learn and unlearn about the lived experiences and needs of equity-seeking groups.
- A creative and design-focused thinker, committed to innovation, professional development, and growth.
- (Asset) Knowledge of the University of Toronto and New College communities and previous experience living in residence.

Remuneration: in return for their services, Learning eXperience Assistants will receive the following compensation:

- An hourly wage of \$15.50 CAD per hour of work.
- The LXA position is a residence support position, and as such, students holding the LXA role are required to live in residence. Successful applicants will have guaranteed access to a single occupancy room in one of three New College Residence buildings (i.e., Wilson Hall, Wetmore Hall, and 45 Willcocks). The Office

of Residence and Student Life reserves the right determine the LXAs room assignments according to the position needs. LXAs are responsible for their room and board expenses, as well as adherence to all the standard terms and conditions for living in the New College Residences.

Recruitment Process: interested applicants will:

- Application Submission and Initial Review (**January 15, 2023, at 11:59 PM EST**): submit an electronic application, including submission of resume, case study, and administrative questions.
- First Round of Interviews – Group Interview (**February 5, 2023**): Successful candidates will be invited to attend a group (carousel) interview scheduled for February 5th, 2023. Candidates who are moving on to the group interview will be notified by January 30th, 2023, at 5 PM.
- Second Round of Interviews – Panel Interview (**Held Between February 13 – March 17, 2023**): Following the group interview, several candidates will be invited to attend a second-round panel interview to be held between February 13 – March 17, 2023.
- Common Offer Date (**End of March 2023**): Offers will be extended at the end of March 2023.
- Common Response Date (**March 30, 2023**): You are expected to confirm OR decline your offer by March 30th, 2023.

All candidates will receive notice of their standing in the recruitment process. Unsuccessful second round candidates may request feedback on their interview once the hiring process has been completed. Further information on feedback sessions will be communicated by staff when decisions are released.

Information Session: interested candidates are invited to one of two information sessions to hear from Office of Residence and Student Life staff about the responsibilities and requirements of the Learning eXperience Assistant (LXA) role.

New College Residence Life Hiring Info Session #1

Monday, December 5th, 2022, from 1-2 PM

Location: William Doo Auditorium (45 Willcocks Street, Toronto, ON, M5S 1C7)

New College Residence Life Hiring Info Session #2

Tuesday, January 10th, 2023, from 9-10 PM

Location: ZOOM.

Zoom Link: <https://utoronto.zoom.us/j/84863471902> (Passcode: 944431)

New College Residence Life Hiring Info Session #3

Thursday, January 12th, 2023, from 5:30 – 6:30 PM

Location: William Doo Auditorium (45 Willcocks Street, Toronto, ON, M5S 1C7)

All Information Sessions will be approximately 60 minutes including time for Q&A. Missed our information sessions? A PDF copy of our presentation slides and recording will be posted after our second session.

Note: Attendance at an Information Session is not required and does not have any bearing on your application.

Questions: questions about the position can be directed to the New College Residence Life team by email at new.reslife@utoronto.ca or by calling the Office of Residence and Student Life at 416-978-8875.