



House President Job Description August 2023 - April 2024

Job Title: House President (HP)

Department/Group: Residence Services/Residence Life

Location: Thunder Bay Campus

Honorarium: \$2,000 - \$2,500

A House President (HP) is a student-volunteer position wherein they live within the Residence community and support fellow residence students toward a successful and positive residence experience through programming and community engagement. Reporting to the Residence Area Coordinators, successful HP candidates will organize and deliver programming within their individual communities as well as Residence-wide, while also keeping residence students up to date on opportunities both within residence and with the larger Lakehead University community. Attend regular meetings including but not limited to council team meetings, committee meetings, and Area-specific meetings. HPs are expected to act as a positive role model within the community and assist in providing a positive Residence experience. The primary object of the HP is to foster a positive and engaged community with house spirit and Lakehead pride. As part of the role requirements, HPs will live in an assigned residence room.

Job Tasks & Responsibilities:

- Communicate regularly with students to provide information and assist them with their transition into residence through a variety of approaches; including but not limited to, house meetings, program advertising, social media, etc;
- Establish and maintain a positive rapport with students while maintaining an approachable demeanour;
- Build a strong sense of community through house meetings, programming and residence initiatives;
- Participate in council programming wherein yourself and fellow HPs provide opportunities to connect the entire residence community together;
- Take part in council-specific committees through meetings, programming, and student engagement;
- Work collaboratively with the RA team to plan, facilitate and participate in programming both within the house as well as Residence-Wide;
- Promote and advertise programming through a variety of means including but not limited to social media, posters, etc;
- Submit programming budgets and balance expenses through the academic year;
- Attend weekly council meetings as well as bi-weekly area-specific meetings, in addition to regular meetings with the Residence Area Coordinators;
- Maintain an up-to-date knowledge of current and upcoming events as well as share relevant information with the student community;

- Complete reports on a needs-based occurrence including but not limited to monthly reports and programming reports to be submitted to the Residence Area Coordinators;
- Develop and encourage community building with fellow students through programming and student engagement;
- Maintain and update calendars, bulletin boards and whiteboards as needed;
- Complete all programming expectations as outlined by the Residence Area Coordinators;

Qualifications:

- Flexibility in schedule in order to perform duties;
- Ability to communicate effectively with students, teammates and all members of the Residence Services team;
- Excellent time management skills;
- Ability to work collaboratively with students and Res Life team members;
- Empathetic and inclusive in order to effectively communicate with students and develop positive communities;
- Strong sense of initiative;
- Creativity for unique, original, and effective programs;
- Attention to detail and strong sense of organizational abilities;
- A passion for leadership and ability to be a team player;
- A positive attitude about the Residence experience as well as Lakehead University;
- Adherence to the Residence code of conduct;
- Demonstrated positive contribution to the Residence community.

Additional Notes:

- This is a volunteer-based position that offers an honorarium
- This opportunity offers a co-curricular record credit.