

## Position Title

Campus Partnerships and ExperienceBU Coordinator

## Student Life and Community Experience vision

Brock's Student Life and Community Experience department offers programs and services that promote student success through community engagement, leadership development, service-learning and volunteerism. We work strategically alongside community partners (on and off-campus) to develop socially-responsible individuals who strive to enhance the Brock and Niagara experience.

At the core of our department are its people. We thrive on student-driven innovation and on collaborative teamwork between our student leaders and the professional management team.

## Position summary

This student position will assist in the development of the ExperienceBU [involvement portal](#) and co-curricular advising program. The Campus Partnerships and ExperienceBU Coordinator will upload event information and attendance on the Portal; encourage on-campus partners use Portal as a promotional tool for community engagement, leadership and volunteer opportunities. This student will seek out and maintain relationships with campus partners and connect them with opportunities to collaborate with Student Life and Community Experience programs and projects.

**Organizational structure:** The Campus Partnerships and ExperienceBU Coordinator is responsible to the Student Life and Community Experience Management Team. From September to April, the Campus Partnerships and ExperienceBU Coordinator will provide peer mentorship to Campus Partnerships Assistant.

## Duties and responsibilities

### 1. Programming and promotion

- a) Assist in launch of ExperienceBU Co-Curriculum program.
- b) Coordinate design and implementation of ExperienceBU Co-Curricular advising programs.
- c) Act as a departmental liaison in developing positive relationships with campus partners (i.e. BUSU clubs, student leaders and organizations) in order to better connect students with like-minded organizations and involvement opportunities.

### 2. Team support

- a) Work with the Event Planning Team to plan, promote and coordinate events and volunteers.
- b) Work with the ExperienceBU Team to promote the involvement portal and Co-curriculum; provide co-curricular advising for students; manage campus partnerships and strategically connect students and student organizations to programs.
- c) Work with Community Experience Team to achieve student learning goals; measure program outcomes; provide service to students, faculty, staff and visitors to Brock.
- d) Work with the Marketing Team to increase awareness about Student Life and Community Experience and its affiliated events, programs and initiatives.
- b) Provide training and mentorship for area (i.e. Student Leadership and Engagement) and portfolio (Campus Partnerships teams).
- c) Participate in weekly team meetings with area team.
- d) Meet with portfolio team as needed (i.e. during monthly staff training).

### 3. Administration

- a) Upload event information and attendance on the ExperienceBU involvement portal.
- b) Provide training and ongoing support for groups and students registered on the Portal.
- c) Coordinate co-curricular advising program; design tools and resources for all who administer the program.
- d) Other duties as assigned.

## Requirements

- Maintain an academic standing of 65%
- Complete necessary documents for the Experience Works program (employment is not contingent on a student being Experience Works qualified)
- Exceptional customer service skills
- Positive and enthusiastic attitude; must be a team player
- Strong organization and coordination skills
- Demonstrated communication and presentation skills
- Creative-thinker
- Takes initiative

## Restrictions

- Must be a current Brock student
- Must be able to legally work in Canada

## Training provided

- Coordinator training (1 week) includes skills-development and knowledge building in the areas of: customer service, project management, community animation, relationship-building, conflict transformation, communication, portfolio-specific skills, collaboration and group process
- Monthly training and reflection to help digest and deepen your learning

## Term of appointment

May 2014 - April 2015

## Remuneration

\$12.00 per hour

## Additional benefits

- Student Leadership & Innovation Commons (SLIC) membership which includes 24/7 access to the workspace, network of student leaders and other supportive resources
- Access to social networks, lots of cool people and ideas
- A chance to work on special projects that catalyze the extraordinary potential of our dynamic Brock community
- \$50.00 towards any Foundations in Leadership Practicum Series level (Bronze, Silver, Gold or Platinum)

\*\*\* Please Note: There will be a mandatory training program prior to employment start date. \*\*\*