

Position Title

Event Assistant

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 organizing and executing campus and community events the school year. The Event Assistant will be involved in coordinating event logistics for Student Life and Community Experience and affiliated events, such as: Orientation Week, Homecoming, Brock Cares Day of Service, Student Leadership Summit, Alternative Reading Week and a number of community events throughout the year.

Organizational structure: The Event Assistant is responsible to the Student Life Management Team with support from the Student Event Coordinator.

Duties and responsibilities

1. Event and volunteer coordination

- a) Coordinate logistics for community events (i.e. Homecoming events, Trick or Eat, Brock Student Leadership Summit, Canadian Blood Services Blood Drives, Random Acts of Kindness Day, Food Drives, etc.) while ensuring event goals (i.e. fundraising commitments, number of participants, etc.) are met.
- b) Identify volunteer roles for each event and recruit volunteers based on event needs.
- c) Work with the Marketing team to promote and report impacts for various events.
- d) Work with the Learning and Impact team to achieve student learning goals of events; measure intended program outcomes (i.e. stakeholder satisfaction).
- e) Work with Campus Partnerships team to manage participants, volunteers from targeted groups and strategic partnerships for events.
- f) Work with Learning & Assessment Team to
- g) Provide consultative support on event coordination to student leaders accessing the Student Leadership and Innovation Commons (SLIC).
- h) Other duties as assigned.

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.
- e) Participate in weekly team meetings with area team (Community Connections or Student Leadership and Engagement).
- f) Meet with portfolio team as needed (i.e. Event team during monthly staff training).

3. Administration

- a) Correspond with various event stakeholders in regards to event confirmations and details.

b) Innovate event management tools and resources to be used throughout the year.

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)
- Positive and enthusiastic attitude; must be a team player
- Strong organization and coordination skills
- Demonstrated communication and presentation skills
- Creative-thinking
- Previous experience in event planning an asset

Restrictions

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

Training provided

- 2 days of cutting-edge skills-development and knowledge building in the areas of: customer service, project management, community animation, relationship-building, conflict transformation, communication, collaboration and group process
- Monthly training and reflection to help digest and deepen your learning

Term of appointment

End of August/beginning of September 2014 - April 2015

Remuneration

\$11.00 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. ***