

Role Title: Administration & Services Intern

Reports to: Rob Walters, Executive Director, Office of the Vice-President, Administration & Services

Contract Length: 12 weeks, 10 hours per week

Start Date: September 14, 2026

Job summary:

This role is responsible for assisting the Vice-President, Administration & Services (VPAS) and Office of the VPAS staff with the development and tracking of key strategic initiatives outlined in the Office's work plan.

Key responsibilities include conducting environmental scans of how comparable initiatives are addressed at other Canadian post-secondary institutions, development of policies and procedures, collaborating on a communication & social media strategy and enhancement of the VPAS's website, meeting with internal and external partners and participation with the SPARK Steering Committee and Working Groups.

The role will also interact with the 7 units that report to the VPAS:

- Ancillary Services
- Campus Safety Services
- Emergency Management
- Facilities Management
- Information Technology Services
- Internal Audit and University Risk Management
- Office of People and Culture

Specific responsibilities with the 7 units include reviewing reports and presentations for Senate and Board of Trustees meetings, learning the key initiatives and responsibilities of each area and participating in strategy meetings.

Other activities that the role will undertake include attending bi-weekly Administration Leadership Team (ALT) meetings and the University's annual Emergency Management tabletop exercise.

Job Duties:**Environmental Scan & Best Practices Review**

- Conduct a review of the promotion of other major capital initiatives at Canadian post-secondary institutions to identify effective approaches.
- Summarize findings and recommend adaptations suitable for Brock.

Data Planning & Analysis Framework

- Monitor the University Action Plan (UAP) reporting cycle to ensure key metric updates are provided in accordance the deadlines outlined in the Year 1 data collection process.

Project Management

- Create and manage a project timeline for initiatives outlined in the VPAS' 2026/27 annual goals report.

Time Management

- Develop processes to ensure reports for Senate and Board meetings are reviewed and filed on time.

Professional Development & Reflection

- Engage in regular reflection on skill development and career interests in higher education administration.
- Participate in internal and external partnership meetings and networking opportunities to broaden understanding of non-academic career pathways.