

Student Life and Success provides opportunities for everyone in the Brock community to be active and engaged at Brock and within its surrounding communities. We offer programs and services that support campus involvement, leadership development, community engagement, rights and responsibilities, student event and activities support, transition and first-year experience, volunteerism, co-curricular mapping and off-campus living.

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 staff.

We are excited to announce that we are recruiting for a Student Affairs Assistant.

<b>Job Title:</b>	<b>Student Affairs Assistant</b>
<b>Number of Positions:</b>	1 Fall/Winter position
<b>Hourly Rate:</b>	\$15.50
<b>Hours of Work:</b>	9 hours/week, while classes are in session.  Flexible hours will be required throughout the year for training and events.  Evenings and weekend hours will be required.
<b>Start Date:</b>	September 1, 2023
<b>End Date:</b>	April 2024 ( <i>end date may vary, typically last date of Winter Classes</i> )
<b>Training:</b>	<b>Mandatory training will take place between August 31st and September 6<sup>th</sup>. Specific dates and times will be provided closer to the date.</b>  <b>Participating in training is a condition of employment.</b>
<b>Eligibility:</b>	Must be a current Brock student with a minimum overall average of 65% and legally able to work in Canada.
<b>Application:</b>	We kindly ask students to email their resume and a statement outlining why they are interested in the position to Student Affairs Case-Coordinator, Rachael Kemp at <a href="mailto:rkemp@brocku.ca">rkemp@brocku.ca</a> .  <b>The deadline to apply is February 19<sup>th</sup>, 2023.</b>

## Position Summary

The Student Affairs office is responsible for administering the Student Code of Conduct, Campus Assessment, Risk and Education (CARE) policy and the non-academic disciplinary process. The Student Affairs Assistant will provide support for non-academic misconduct processes. The Student Affairs Assistant will sit on and support the work of Non-Academic Student Conduct Council, including assisting

with the coordination of the hearings, distribution of notices and maintaining accurate and confidential records of proceedings. This role will also support the research of a wide range of topics impacting post-secondary student affairs and prepare research findings in a professional manner.

Every Student Life and Success team member will take on a leadership role with various projects and events and will contribute to most Student Life events and programming, while also providing team assistance and being flexible as time allows in their workload.

## **Duties & Responsibilities**

### **1. Non-Academic Misconduct**

- a. Coordinate and attend hearings of the Non-Academic Student Conduct Council and Restorative Justice meetings, either in person or virtually.
- b. Prepare and distribute notices of alleged code of conduct violations
- c. Maintain database of discipline panel proceedings, results and completion of sanctions and archive highly sensitive case information, in a timely and highly organized fashion
- d. Update the Erez report system of alleged incidents of non-academic misconduct
- e. Promote Conduct Council membership through recruitment
- f. Act as a responsible representative of Brock University

### **2. Policies and Research**

- a. Assist in research related to non-academic student misconduct, and other associated issues in student affairs, such as the policies of various universities' sanctioning methods, locating various Canadian statistics, identifying techniques used to identify and assess at-risk behavior, and prevention strategies and other pertinent information related to student misconduct.
- b. Present research findings in a professional manner whether they are solely for in-office use, or to be distributed among various university professionals/departments.
- c. Act as a resource of Brock University policy information.

### **3. Programming and Team Support**

- a. Work with teams to create and deliver well-rounded events and opportunities to support students, in person and/or virtually.
- b. Work to connect students and student organizations to our programs, events and activities, as well as other campus and community resources. This includes promoting ExperienceBU and the Campus-Wide Co-Curriculum and providing co-curricular advising for students.
- c. Participate in weekly team meetings.
- d. Additional programming/project requirements will be determined by the Student Life and Success Management Team.

### **4. Customer Service**

- a. Provide front-line service in the Student Life Involvement Commons and virtually, including responding to phone calls, emails, walk-in visitors thoroughly and promptly, and administration of the promotions policy, including maintaining appropriate records and logs.
- b. Provide a welcoming and resourceful presence for a diverse student body and encouraging and facilitating engagement in student life at Brock University.
- c. Help to build a community in the Student Life Involvement Commons by helping to form relationships and connections among students, faculty and the general Brock community.

## 5. Other duties as assigned

### Required Skills & Qualifications

- Previous experience on the is considered an asset.
- Ability to handle highly confidential information with the utmost professionalism
- Ability to Identify and mitigate the risks in event planning
- Strong organization and coordination skills
- Extensive communications skills - technical writing and verbal communication
- Research skills
- Time management skills
- Database management skills (eRez Life Software, Brock DB, Microsoft Excel)
- Positive and enthusiastic attitude; must be a team player
- Takes initiative
- Ability to work independently and as part of a team
- Creative thinking
- Exceptional customer service skills

Brock University recently paused its COVID-19 vaccination and mask requirement although masks are still required in instructional spaces. This decision is subject to change on short notice should the public health situation require it. If the University once again requires all employees working on campus and/or in-person with other employees, students, or members of the public to provide proof that they are fully vaccinated against COVID-19, you will be required to submit proof of vaccination. Those who meet specific and limited medical or human rights accommodation criteria may be required to participate in rapid antigen testing and enhanced screening protocols.

### Learning Outcomes

This position is designed to provide experience and skills development; by the end of their position, student staff will be expected to know, understand, and demonstrate the following learning outcomes domains:

- Project Management: gain experience leading projects and delivering quality initiatives in suitable timeframes.
- Communication: enhance customer service skills and the ability to relate with others.
- Teamwork & Collaboration: gain experience working as part of a team.
- Leadership: gain a sense of self-awareness and demonstrate an understanding of their leadership ability.

### Reflection

Staff will participate in a reflection process with their supervisor over the course of their employment. Staff will also be encouraged to engage in self-reflection through the process of completing the Workplace Success Handbook. Reflection will be encouraged through the following process:

- Beginning of Term Reflection (May or September)
- Mid-term Reflection (December)
- End of Term Reflection (April)
- Weekly team meetings
- Bi-weekly meetings with supervisors

- On-going self-reflection

### **Additional Benefits**

- Training, skills-development and knowledge building in the areas such as project management, customer service, communication and leadership.
- 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
- Costs covered for the Foundations in Leadership Professional Development Series (Bronze, Silver, Gold or Platinum)

Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Aboriginal peoples including those who identify as members of First Nations, Inuit and Métis Peoples, members of visible minorities and racialized groups, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons are encouraged to apply.

We will accommodate the needs of the applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process, as outlined in the Employee Accommodation Policy <https://brocku.ca/policies/wp-content/uploads/sites/94/Employment-Accommodation-Policy.pdf>.

Please advise [rkemp@brocku.ca](mailto:rkemp@brocku.ca) to ensure your accessibility needs are accommodated through the hiring process. Information received relating to accommodation measures will be addressed confidentially.

*We appreciate all applications received; however, only candidates selected for an interview will be contacted.*