



Student Life and Success is a dynamic department offering programming and services that support student success both academically and outside the classroom.

As part of Student Life and Success, the Black Student Success Centre is a unique affinity space offering programming and services that support student success inside and outside the classroom. While rooted in Black affirmation, our environment is intentionally inclusive and welcoming to all.

The Black Student Success Centre offers a range of opportunities to suit a variety of student needs: community engagement, access to skill-building workshops, leadership development, mental health, and academic supports; all while having access to a centrally located safe space on campus throughout the school year.

The Black Student Success Centre’s initiatives are driven by the innovation, expertise, and passions of our student leaders and professional staff. The Centre is rooted in the guiding principles of the Scarborough Charter and is committed to the positive experience and wholistic well-being of the University’s Black student population.

Job Title:	BSSC Peer Assistant
Positions Available:	1 Full Year position – May to April 3 Fall/Winter positions – September - April
Start Date:	Full Year position: Monday May 12, 2025 Fall/Winter position: Thursday, August 28, 2025
End Date:	Friday, April 4, 2026 (<i>end date may vary, typically last date of Winter classes</i>)
Hours of Work:	<p><u>Spring/Summer (May 12 – August 30)</u></p> <ul style="list-style-type: none"> • 35 hours/week • Evening and weekend hours will be required for orientation and other programming in July – August. <p><u>Fall/Winter</u></p> <p>Mandatory Training:</p> <ul style="list-style-type: none"> • In-person training, 7 hours each day, on Thursday, August 28, and Friday, August 29 • Plus 5 hours of online, asynchronous training to be completed prior to August 28. <p>Welcome Week (August 31 – September 7):</p> <ul style="list-style-type: none"> • Up to 15-20 hours during this period, depending on event schedules. <p>During the Academic Year (Fall/Winter):</p> <ul style="list-style-type: none"> • 10 -15 hours/week while classes are in session, starting September 8
Hourly Rate:	\$17.20 / hour
Eligibility:	Must be a registered Brock student throughout the term of employment, with a minimum overall average of 65% and legally able to work in Canada



Position Summary

The Black Student Success Centre at Brock University is seeking a dedicated and passionate Peer Assistant to support its mission of promoting the academic success, personal growth, and cultural empowerment of Black students at the university. The Centre is rooted in being collaborative: within the community, and in association with a variety of departments and student clubs on campus aimed to enhance student life. Black Student Success Centre Peer Assistants will coordinate the logistics for a range of small- scale events (e.g., training sessions, social media campaigns, and student programming) to large-scale events (e.g., orientation/new student programs, OUF, Fall and Spring Open House, Conferences, hosting campus visits).

In the summer, the full year BSSC Centre Peer Assistant will be responsible for supporting and planning student engagement opportunities, community outreach initiatives, creating processes to streamline the organization of the Centre as well as supporting new students transition to university.

Additionally, Peer Assistants will play a crucial role in providing administrative support to the Black Student Success Centre, helping to create a welcoming and inclusive environment for all students.

Every Student Life and Success team member will support and contribute to various projects and events, while also providing team assistance and being flexible as time allows in their workload.

Duties and Responsibilities

1. Administrative Support

- a) Assist with general office duties, such as answering phone calls, responding to emails, and scheduling appointments.
- b) Maintain and update databases, records, and files related to the Centre's programs, events, and student resources.
- c) Assist in the preparation of reports, presentations, and other materials as needed.
- d) Help maintain an organized and welcoming physical space for students to utilize.

2. Event & Initiatives Coordination

- a) Assist in planning, promoting, and organizing events, workshops, and programs aimed at supporting Black students' academic, personal, and professional development.
- b) Collaborate with the Centre's staff and student leaders to coordinate logistics, secure venues, and manage event registrations.
- c) Provide on-site support during events, including setup, registration, and troubleshooting.
- d) Liaise with on-campus departments and service areas to ensure that room bookings, food orders, and technical/logistic equipment needs are met for all in-person events.
- e) Identify opportunities to collaborate with campus partners, student organizations and community agencies to host and coordinate events.
- f) Identify volunteer and/or participant roles for each event.

3. Outreach and Communication

- a) Contribute to the Centre's outreach efforts by assisting with the creation and distribution of promotional materials, including flyers, posters, and social media posts.

- b) Help maintain the Centre's social media presence by generating engaging content and responding to student inquiries.
- c) Participate in outreach events, fairs, and orientations to promote the Centre's resources and services to new, current, and prospective students.

4. Programming and Team Support

- a) Serve as a friendly and approachable point of contact for students seeking information, guidance, or referrals to appropriate resources.
- b) Assist with connecting students and student organizations to Student Life and Success supports and resources and to any other available professional, academic and mental health support services on campus.
- c) Collaborate with the Centre's staff to identify and address the unique needs and challenges faced by Black students on campus.
- d) Participate in regularly scheduled team meetings.
- e) Participate in the Centre's Leadership and Engagement programming including but not limited to BLESS, Future Black Leaders, Financial IQ, You First, Black History Month/African Heritage Month, Black Secondary Student Symposium, Ontario Universities' Fair, Fall Preview Day, Open House, Welcome Week.

5. Other duties as assigned

Additional Information

Although primarily an on-campus position, this position may include online duties to align with Student Life and Success hybrid service delivery model. Communication, student support, and activities may be conducted using a variety of online tools.

Required Skills & Qualifications

- Must be a currently enrolled student at Brock University.
- Strong understanding of and sensitivity to the experiences, challenges, and aspirations of Black students.
- Experience in peer mentorship, counseling, or advocacy roles, particularly within Black & BIPOC communities.
- Excellent communication skills: written, verbal, listening, facilitation, presentation, and digitally (e.g. video, social media).
- Strong organizational and time management skills, with the ability to handle multiple tasks and deadlines.
- Proficiency in using office software (e.g., Microsoft Office Suite, Google Suite, Canva, ExperienceBU, Teams).
- Experience with social media platforms and basic graphic design skills preferred with the ability to promote student programming using these platforms.
- Ability to work collaboratively in a diverse and inclusive environment.
- Ability to work independently as well as part of a larger team.
- Strong critical thinking and problem-solving skills, with the ability to address complex issues facing Black students.
- Ability to exhibit awareness of the boundaries and ethical considerations associated with confidentiality.
- Demonstrated skills in the planning and implementation of student events/programming, in-person and/or virtual, including strong organization and coordination skills.
- Creative-thinking and innovation skills as they relate to student events/programming.
- Knowledge of campus resources, programs, and services is an asset.



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 outcome domains:

- Project Management: gain experience leading projects and delivering quality initiatives in suitable timeframes.
- Communication: enhance communication 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.

Additional Benefits

- Training, skills-development, and knowledge building in areas such as project management, event planning, 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

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](#).

Please advise bssc@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.