



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, Student Life provided 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, off-campus living and so much more.

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.

Job Title:	Campus-Wide Co-Curriculum (CWC) Administration Assistant
# of Positions:	1
Start Date:	September 1, 2024
End Date:	April 26, 2025 <i>(end date may vary with exams schedules, typically last date of Winter classes)</i>
Training:	Mandatory in-person training will take place on Sunday, September 1, 2024. Additional asynchronous training modules will be required
Hours of Work:	9 hours/week plus 1 hour bi-weekly staff meetings, while classes are in session Flexible hours, including evenings and weekends will be required.
Hourly Rate:	\$16.55 / hour
Eligibility:	Must be a current Brock student with a minimum overall average of 65% and legally able to work in Canada

Position Summary

The CWC Administration Assistant will support the administration of the Campus-Wide Co-Curriculum (CWC) and ExperienceBU platform. The Assistant will help to administer the CWC by reviewing and validating self-reported experiences, reviewing events, and linking them to the CWC and help to maintain an accurate, quality system by reviewing events and organization pages in the system for accuracy and quality.

Every Student Life and Success team member will support with 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. Program Administration and Support

- a) Assist in the overall administration of the CWC, including but not limited to uploading event information and attendance; reviewing and linking events to the CWC; and reviewing self-reported experiences and reflections in the CWC to ensure proper validation and credit.
- b) Utilize the ExperienceBU database to perform data entry tasks focused on attendance tracking and connecting events to the CWC.
- c) Use generated data reports to guide outreach and follow-up with on campus groups, while also ensuring interactions are tracked.

2. Customer Service and Team Support

- a) Provide a welcoming and resourceful presence for a diverse student body, and both encourage and facilitate engagement in student life at Brock University.

- b) Help to build a community by helping to form relationships and connections among students, faculty, and the general Brock community.
- c) Participate in bi-weekly team meetings
- d) Additional programming/project requirements will be determined by the Student Life and Success Management Team.

3. Other duties as assigned

Required Skills & Qualifications

- Student capacity in time management, adaptability, and collaboration as well as student experience and comfortability with digital communications (e.g., video, social media) is an asset.
- Familiarity with ExperienceBU and the CWC is required
- Data entry or administrative experience is an asset
- Experience using MS Office Suite (specifically Excel) for data entry
- Attention to detail and strong systems thinking required
- Strong organization skills
- Excellent judgment and decision-making skills
- Positive and enthusiastic attitude
- Ability to work independently and as part of a team
- Exceptional customer service skills

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:

- Administration: gain experience with data entry and enhance attention to detail and organization skills.
- 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
- Opportunities for professional development, such as 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 \(PDF\)](#).



Please advise ascholtens@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.