

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.

<b>Job Title:</b>	<b>Campus-Wide Co-Curriculum (CWC) Assistant</b>
<b># of Positions:</b>	1
<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>Hours of Work:</b>	<b>Flexible hours, including evenings and weekends will be required.</b>
<b>Hourly Rate:</b>	\$15.50
<b>Training:</b>	Asynchronous training modules to be completed between August 18, 2023, and September 3, 2023. Mandatory in-person training on Sunday, September 3, 2023.  <b>This is a mandatory 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

## Position Summary

The CWC Assistant will support the promotion and administration of the Campus-Wide Co-Curriculum (CWC), as well as the 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.

The CWC Assistant will also support marketing and promotional efforts of the CWC, as well as the ExperienceBU platform. In addition, they will meet 1-on-1 with students to support and advise them in the completion of the co-curriculum.

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. 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. Promotion and Programming

- a) Promote the CWC and ExperienceBU at Student Life and Success events and through hallway tabling, and through social media channels.
- b) Help connect students and student organizations to our programs, events, and activities, including the CWC, as well as other campus and community resources.
- c) Assist in the creation of promotional materials to increase participation in the CWC including posters, social media posts, and email messaging.
- d) Deliver ExperienceBU and CWC information and training sessions for students, virtually and in-person, to support students with their involvement outside the classroom.
- e) Support and advise students completing the CWC, providing personalized support and guidance; and where appropriate, connecting them with fulfilment options at Brock and in the broader community.

### 3. Customer Service & Team Support

- a) Provide a welcoming and resourceful presence for a diverse student body and facilitating 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.

### 4. 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 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
- Demonstrated communication and presentation skills
- Positive and enthusiastic attitude
- Ability to work independently and as part of a team
- Exceptional customer service skills
- Facilitation and presentation 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 outcome domains:

- Administration: gain experience with data entry and enhance attention to detail and organization skills.
- 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.
- Facilitation: develop strong public speaking and facilitation skills through delivering events and sessions.

### 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
- 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/Employee-Accommodation-Policy.pdf>.

Please advise [nfinstad@brocku.ca](mailto:nfinstad@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.*