

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:	Community Experience Assistant
# of Positions:	1
Start Date:	September 1, 2023
End Date:	April 2024 <i>(end date may vary, typically last date of Winter classes)</i>
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:	\$15.50
Training:	Asynchronous training modules to be completed between August 18, 2023, and September 3, 2023. Mandatory in-person training on Sunday, September 3, 2023. This is a mandatory condition of employment
Eligibility:	Must be a current Brock student with a minimum overall average of 65% and legally able to work in Canada

Position Summary

The Community Experience Assistant is responsible for maintaining, updating and helping to promote community engagement opportunities available to the campus and external community through Student Life. The Community Experience Assistant identifies and supports groups with existing and/or up-and-coming volunteer and community engagement activities. The Community Experience Assistant will liaise with Brock students to promote volunteer and community engagement opportunities, which may include but is not limited to Brock Cares programming and Alternative Reading Week programs. This position will profile local agencies and opportunities through various means including Brock University Volunteer Association (BUVA), Volunteer Fair, ExperienceBU volunteer listings and the Community Connections e-newsletter to subscribers. This student will also assist with the recruitment, management and training of Brock volunteers for a variety of Student Life & Success and community partner events throughout the year.

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. Community and Volunteering Programs & Initiatives

- a) Assist in the development and delivery of volunteer and community engagement opportunities, such as Brock Cares programming and Alternative Reading Week programming.
- b) Work closely with the Student Life Assistant team to execute a variety of community outreach events and initiatives during the year.

- c) Maintain current volunteer and engagement listings on ExperienceBU.
- d) Circulate the Community Connections e-newsletter to keep volunteers informed of volunteer and engagement opportunities.
- e) Promote local community partner services and opportunities through various social media.

2. Campus and Community Partnerships Support

- a) Work closely with student groups on campus including the Brock University Volunteer Association (BUVA) to help coordinate and promote volunteer opportunities for students.
- b) Act as a liaison for Student Life and Success in developing a positive relationship with campus partners, local community organizations and agencies, BUSU clubs, and international organizations and agencies.
- c) Work with campus partners to spread awareness about volunteer opportunities and develop mutually beneficial partnerships for related programs (i.e. Brock Cares programming).
- d) Gather information and feedback on student engagement experiences; create reports on community outreach initiatives as appropriate.
- e) Monitor and respond to inquiries from the community@brocku.ca email
- f) Connect with various organizations to create more volunteer opportunities and events.

3. Programming and Team Support

- a) Work with teams to create and deliver well-rounded events and opportunities to support students
- 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 bi-weekly team meetings
- d) Additional programming/project requirements will be determined by the Student Life and Success Management Team.

4. Customer Service

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

5. 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.
- Computer skills - proficiency with online conferencing tools (Zoom, Microsoft Teams); and strong skills in Microsoft 360.
- Positive and enthusiastic attitude.
- Takes initiative.
- Demonstrated communication skills: listening, written, verbal, facilitation, and presentation.
- Ability to work independently as well as part of a larger team.
- 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.
- Social media proficiency and ability to promote student programming and encourage student engagement through social media and other digital platforms with the support of the Social Media Assistant.
- Demonstrated good judgment and problem-solving 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:

- 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, unique opportunities, and the chance to meet new people
- 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 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.