



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

Engagement Communities bring together small groups of incoming students from similar academic programs and personal interests. They are a place where students can ask questions, make friends, and learn about resources. Engagement Communities are led by Peer Mentors and supported by Senior Leaders. Senior Leaders support a group of 8-10 Peer Mentors to ensure they are creating and implementing Engagement Community programming, providing appropriate and timely support to students, and completing their administrative and data tracking tasks.

Job Title:	Engagement Community Peer Mentor
Start / End Date:	End of August 2021 - Mid-October (with possibility of extension based on programming needs)
Training:	August 16 - 20 (<i>tentative - dates to be confirmed</i>) (20 hours, paid) This is a mandatory condition of employment. Training will involve both asynchronous and synchronous components.
Hours of Work:	Approximately 5-10 hours/week Flexible hours, including evenings and weekends will be required.
Hourly Rate:	\$14.25
Eligibility:	Must be a current Brock student with a minimum overall average of 65% and legally able to work in Canada

Position Summary

Peer Mentors will be assigned a group of incoming students (approximately ~60-70) that they will be helping and encouraging as they transition to life at Brock (virtually and/or in-person). Peer Mentors will expand students’ knowledge of on-campus resources and services; build students’ confidence and comfort; foster opportunities for friendship-building; provide personal and social support; and be positive role models. Peer Mentors will complete a comprehensive training program in advance and will provide intensive support to incoming students throughout their first year as a Brock Badger in an online and in-person environment. If you’re a leader at Brock and want to help other students get connected as they transition to their Brock experience, this position is for you!

Note: There will a few Peer Mentor positions available for supporting returning students (2nd year). If you are selected as a Peer Mentor, you will be asked to express interest in supporting this group.

Duties and Responsibilities

1. To support students leading up to and in their first year

- a) Connect virtually with all incoming students in your Engagement Community on an ongoing basis.
- b) Connect with small groups of students in-person on campus if permitted
- c) Create a sense of community between students in your Engagement Community by facilitating engagement and connection building between incoming students.
- d) Provide personalized support to students based on their unique needs and interests.
- e) Deliver and support online programming, including supporting and guiding students toward opportunities to support their transition experience.
- f) Track key measures associated with the Engagement Community program (ie. student participation, and student communications.)

- g) Be available to students for the duration of their first year, including hosting a virtual and/or in-person office hour and being accessible and responsive.
- h) Connect students with support services and resources on-campus and in Niagara to make their transition to university life easier.

2. To build community

- a) Build students' confidence and comfort as an incoming student and foster opportunities for friendship building between incoming students.
- b) Provide personal and social support based on individual student's needs.
- c) Market and promote events and programming effectively to your Engagement Community.
- d) Mentor, encourage, and support students as they navigate their experience as an incoming student in a virtual and in-person environment.

3. To maintain open communication with students and all partners

- a) Establish, develop, and maintain an open relationship with each member of your assigned Engagement Community.
- b) Be available to students on a regular basis (including but not limited to hosting a weekly office hour).
- c) Communicate positively and directly with all parties involved with Engagement Communities, including ongoing communication with your Engagement Community Senior Leader.
- d) Develop strong, positive connections with all University staff and community partners acting as resources or supports to Engagement Communities.

4. To role model positive behavior

- a) Know and observe University rules and regulations and encourage students to do the same.
- b) Demonstrate academic efforts, involvement, and leadership as a priority.
- c) Respect the dignity and diversity of each student and encourage the same from others.
- d) Create an inclusive atmosphere and promote a sense of belonging.
- e) Maintain a standard of respect during online events and programming.

5. Other duties as assigned

Required Skills & Qualifications

- Strong leadership abilities
- Experience with student engagement, peer support, and building community
- Extensive knowledge of Brock University's services and resources
- Demonstrated competency with online platforms utilized for communications and programming, including Microsoft Office (e.g., Microsoft Teams) and ExperienceBU
- Exceptional communication and interpersonal skills in a virtual context
- Positive and enthusiastic attitude
- Ability to work independently and as part of a team
- Creative-thinking, initiative, and problem-solving

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.

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 beginning of term reflections, weekly meetings and end of term reflection.

Additional Benefits

- Training, skills development and knowledge-building in the areas such as project management, customer service, communication and leadership.
- Make new friends with likeminded leaders at Brock.
- Helping incoming students to have a smooth transition into university life