



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.

<b>Job Title:</b>	<b>Engagement Community Senior Leader</b>
<b>Start / End Date:</b>	End of August 2021 - Mid-October (with possibility of extension based on programming needs)
<b>Training:</b>	August 16 - 20 ( <i>tentative - dates to be confirmed</i> ) (20 hours, paid) <b>This is a mandatory condition of employment. Training will involve both asynchronous and synchronous components.</b>
<b>Hours of Work:</b>	Approximately 5-10 hours/week <b>Flexible hours, including evenings and weekends will be required.</b>
<b>Hourly Rate:</b>	\$15.25
<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

Engagement Community Senior Leaders will provide support and guidance to approximately eight-ten Engagement Communities/Peer Mentors. Senior Leaders will be the first point of contact for Peer Mentors and will be responsible for overseeing/monitoring their daily activities. In addition, Senior Leaders will work to build community between Peer Mentors and between Engagement Communities through various approaches. Senior Leaders will complete a comprehensive training program in advance and will provide intensive support to Peer Mentors and incoming students throughout the Engagement Community program period.

If you're an experienced leader at Brock and want to help incoming students get connected as they transition to their Brock experience, this position is for you!

## Duties and Responsibilities

### 1. To support and provide guidance to Peer Mentors/Engagement Communities

- a) Develop mentoring relationships with Peer Mentors; attempt to foster a positive and friendly atmosphere within your team.
- b) Connect virtually with all Peer Mentors/Engagement Communities on an ongoing basis.
- c) Have a thorough knowledge of University rules, regulations, and policies.
- d) Initiate discussions around program planning, student development, transition issues, behaviour modification, community building and student support.
- e) Be familiar with University resources and services in order to serve as a resource/information source for Peer Mentors and incoming students.
- f) Be available to Peer Mentors for the duration of the program, including being accessible and responsive.

### 2. To oversee/monitor daily program activities

- a) Track key measures and maintain comprehensive documentation associated with the Engagement Community program.
- b) Across Engagement Communities, determine violations of University rules and regulations and implement appropriate responses/sanctions. As needed, elevate concerns to professional team and communicate all student behaviour concerns to supervisor.

**3. To build community between Peer Mentors and Engagement Communities**

- a) Encourage and support Peer Mentors and incoming students with their involvement within the Engagement Community program.
- b) Create opportunities/tools for Peer Mentors to create/build a sense of community between students and facilitate opportunities for students to engage in activities related to special interests.
- c) Enhance student success and retention through the development of positive Engagement Communities in a virtual environment.
- d) When necessary, using recognized student development theory, plan and implement educational and informational programming designed to address specific community/student needs.

**4. To maintain open communication with Peer Mentors and all partner**

- a) Establish, develop, and maintain an open relationship with each Peer Mentor for your assigned Engagement Communities.
- b) Maintain objectivity in all situations.
- c) Be available on a regular basis.
- d) Liaise regularly with Student Life and Success professional team and direct supervisor, including participating in weekly meetings.
- e) Communicate positively and directly with all parties involved with Engagement Communities.
- f) Develop strong, positive connections with all University staff and community partners acting as resources or supports to Engagement Communities.

**5. To serve as a role model for self, others and the community**

- a) Be conscious of setting a good example for the other Peer Mentors, Senior Leaders, and students, ensuring that you are acting in a mature and responsible manner.
- b) Respect the dignity and diversity of each student and encourage the same from others.
- c) Abide by community expectations established by Student Life and Success team.
- d) Create an inclusive atmosphere and promote a sense of belonging.

**6. Other duties as assigned**

## Required Skills & Qualifications

- Strong leadership abilities
- Experience with student engagement, peer support, and building community
- Experience working with/leading a group of peers
- 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