



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, Faith and Life is focused on shaping a campus for students of all spiritual, religious, and secular identities to flourish.

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>Faith and Life Administration Lead</b>
<b>Start Date:</b>	September 1, 2024
<b>End Date:</b>	April 30 ( <i>end date may vary, typically last date of Winter classes</i> )
<b>Hours of Work:</b>	Up to 10 hours/week, while classes are in session <b>Flexible hours, including evenings and weekends will be required.</b>
<b>Hourly Rate:</b>	\$16.55/hour
<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 administrative lead will be responsible for the day-to-day implementation of organizational support for the Faith and Life Centre. This individual will work well as a team, as the role is focused on supporting the Faith and Life staff as well as affiliated clubs to flourish in the Faith and Life Centre.

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. Administrative Support

- a) Promote a welcoming environment within the Faith and Life Centre during shifts.
- b) Manage the Faith and Life email, including incoming space booking requests. Ensuring that the Faith and Life Calendar is up-to-date with day-to-day bookings.
- c) Maintain and update the weekly event calendar in the Faith and Life Centre.
- d) Support the Faith and Life Staff to implement optimized ExperienceBU and Instagram posted events.
- e) Support the Faith and Life Staff with office-related needs; printing, submitting tickets to on-campus services, and other necessary supports.

### 2. Event and Programming Support

- a) Provide in-person and online support for Faith and Life Staff hosting events. This includes but is not limited to: checking RSVP'd students into an event, helping to set up the Centre as is needed, directing and hosting students as much as possible.
- 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) Additional programming/project requirements will be determined by the Student Life and Success Management Team.



### 3. Other duties as assigned

#### Required Skills & Qualifications

- Administratively gifted with a focus on organization and clear communication
- Skilled in the use of Microsoft Teams, Outlook, and ExperienceBU.
- A passion for creating inclusive, diverse spaces for students to belong on-campus.
- 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.
- Positive and enthusiastic attitude.
- Strong organization and coordination skills.
- Ability to work independently as well as part of a larger team.

#### 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, 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](#). Please advise [ascholtens@brocku.ca](mailto: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.*