

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

Student Life and Success, Faith and Life, is a space on campus for students of all spiritual, religious, and secular identities to flourish at Brock University. No matter what you believe, you are welcome to participate, contribute, and belong.

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>Administrative Lead</b>
<b># of Positions:</b>	1
<b>Start Date:</b>	September 1, 2023 <i>Training takes place September 1 and 2 - 8:30-4:30pm each day</i>
<b>End Date:</b>	April 2024 <i>(end date may vary, typically last date of Winter classes)</i>
<b>Hours of Work:</b>	7 hours/week plus 1 hour bi-weekly staff meetings, while classes are in session <b>Flexible hours, including evenings and weekends will be required.</b>
<b>Hourly Rate:</b>	\$15.50
<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 supports 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) 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.
- b) Maintain and update the weekly event calendar in the Faith and Life Centre.
- c) Support the Faith and Life Staff to implement optimized Experience BU and Instagram posted events.
- d) Support the Faith and Life Staff with office-related needs; printing, submitting tickets to on-campus services, and other necessary supports.

### 2. Front Desk Welcome

- a) Promote a welcoming environment within the Faith and Life Centre at the front desk during shifts.

### 3. Event 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 in to an event, helping to set up the Centre as is needed, directing and hosting students as possible.

### 4. 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.

### 5. Customer Service

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

### 6. 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.
- Administratively gifted with a focus on organization and clear communication.
- Skilled in the use of Microsoft Teams, Outlook, ExperienceBU, Instagram, and other social media outlets.
- A passion for creating inclusive, diverse spaces for students to belong on-campus.
- Positive and enthusiastic attitude
- Strong organization and coordination skills
- Ability to work independently as well as part of a larger team

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, 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 [zdebruyne@brocku.ca](mailto:zdebruyne@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.*