

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, A-Z Learning Services provides a variety of academic supports available for all Brock students to support their success. Supports include on-campus and on-line peer-led academic drop-in, workshops and tutoring as well as instructor-led faculty-request skills workshops, skill development non-credit courses, and special events such as Night Against Procrastination, Resilience and Opportunity Conference, First Generation Trailblazer Conference, and Transfer Connect and Success.

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:	A-Z Learning Services Peer Facilitator
# of Positions:	3
Start / End Date:	September 1, 2021 - April 2022 <i>(end date may vary, typically last date of Winter classes)</i>
Training:	September 1 - September 3 (21 hours, paid) This is a mandatory condition of employment
Hours of Work:	Weekend and evening hours are required. Workshops are usually 1 hour in length and will be scheduled at various times throughout the week. Hours vary depending on workshop and event schedule. Each hour of workshop facilitation will require 1 hour of paid preparation/office time. Each Peer will be responsible for facilitating approximately 20 workshops per term, in addition to supporting events and marketing initiatives, totaling between 40-60 hours per term . Workshop schedule will be created before the start of each term based on each peer's availability and AZLS needs. Delivery will be both live on-campus and online.
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

A-Z Learning Services is looking for enthusiastic, dynamic leaders with excellent communication and facilitation skills to deliver skills workshops and engage students during various events, both on-campus and on-line.

Workshops are usually 1 hour in length and cover a variety of academic and life skills including Time Management, Exam Preparation, Self-Directed Learning, Essay Writing, Lab Reports, Academic Integrity, Quoting & Paraphrasing, Collaborating Effectively, etc. Facilitation involves creating a welcoming learning environment, presenting workshop strategies, supporting students through workshop activities, and providing personal examples to help engage and increase skill transfer. Each workshop requires 1 hour of paid administrative time which includes reviewing the workshop instructional materials, preparing for delivery, and promptly completing post-workshop activities such as attendance tracking and reporting.

Workshops are scheduled throughout the term at various time throughout the week, including weeknights and weekends, to offer a variety of options for students. Workshop schedule will be created based on the facilitator team availability at the beginning of each term, with additional workshops added throughout the term as needed.

Supervised by the A-Z Learning Services Curriculum Development Specialist, peer facilitators will contribute to the ongoing development of A-Z Learning Services workshops through workshop feedback and project development. Peer Facilitators participate in event facilitation and programming by providing team assistance and being flexible as time allows in their workload.

Duties and Responsibilities

1. Facilitation

- a) Learn and demonstrate the theories of constructivist learning theory, invitational education, and pedagogical strategies to engage groups of adult learners in-person and on-line to take on the facilitator role and deliver A-Z Learning Services programming effectively.
- b) Review all workshop materials ahead of time, including activity sheets, technology requirements, and additional resources.
- c) Review workshop timing prior to delivery to ensure that the workshops runs smoothly and effectively and that the participants are fully engaged with workshop activities.
- d) Deliver course materials and facilitate students' learning, and provide coaching, guidance and support to students during sessions.
- e) Identify additional student needs and provide next steps to resources and supports, as needed.
- f) Facilitate occasional small and large group workshops or discussion groups as part of A-Z Learning Services events, as allows in workload.

2. Administration

- a) Keep accurate workshop attendance records, noting students who arrived late, left early, or were unengaged, and archive records accordingly.
- b) Compile workshop reports, including attendance and workshop feedback, and email to Curriculum Development Specialist within 24 hours of workshop delivery.
- c) Assist in the marketing and promotion of A-Z Learning Services workshops and events.

3. Programming and Team Support

- a) Participate in bi-weekly team meetings
- b) 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 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.

5. Other duties as assigned

Additional Information - COVID-19

- Depending on Brock University operational announcements due to COVID-19, this position may be a virtual role for a portion of the contract. This means all communication, student support, and activities will be conducted using a variety of online tools.
- If operating virtually, student staff will be required to complete their work hours remotely.
- 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.

Required Skills & Qualifications

- Proficient with Microsoft applications including Word, PowerPoint, and Teams
- Comfortable presenting to small and large groups, in-person and on-line
- Strong leadership and interpersonal abilities
- Strong communication and presentation skills
- Positive and enthusiastic attitude
- Ability to facilitate a diverse audience in key academic skill areas
- Ability to work independently and as part of a team
- Organization and administrative skills
- Experience in training, leadership, education or communication an asset

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:

- Administration: gain experience with data entry and enhance attention to detail and organization skills.
- 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

- Costs covered for the Foundations in Leadership Professional Development Series (Bronze, Silver, Gold or Platinum)