

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 & Life offers a wide variety of religious, spiritual, and secular supports and provide a safe and inclusive community space for all students, staff, and faculty that call Brock home.

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:	Faith & Life Assistant
# of Positions:	1
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:	10 hours/week, while classes are in session 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

The Faith & Life Assistant will be committed to the mission of Faith & Life and will aim to increase awareness of Faith & Life and its affiliated events, programs, and campaigns throughout the school year. The Assistant will work toward growing and maintaining the inclusive, welcoming environment of Faith & Life through both online and in-person delivery. The Assistant will create new and innovative ways to tell the Faith & Life ‘story’ and increasing engagement across various social media platforms. The Assistant will also promote and recruit participation in events and programs taking place throughout the school year. Web-based tools such as Facebook, Twitter, Instagram, Snapchat and the ExperienceBU portal are often the primary promotion tools.

The Assistant will also support with and support Student Life and Success projects and events, as well as specific Faith & Life programs, events, and services throughout the year. As such, event planning, organizational skills, and a positive team-oriented attitude are a must for this position and programming, while also providing team assistance and being flexible as time allows in their workload.

Duties and Responsibilities

1. Faith and Life Support

- a) Help create and sustain a welcoming and inclusive presence of Faith and Life both online and in-person at the Faith and Life Centre - located in Alphonse’s Trough on-campus.
- b) Work alongside and communicate with student leaders of Faith and Life affiliated student clubs.
- c) Check and manage the Faith and Life email and incoming messages through social media outlets.
- d) Schedule and take minutes at Faith and Life Chaplain’s virtual meetings, as needed.

2. Social Media Marketing and Recruitment

- a) Work to create new and innovative marketing strategies/campaigns to increase awareness of Faith and Life and related events and opportunities.

- b) Maintain Faith and Life's social media presence, voice, and engagement by creating, scheduling/posting, and soliciting new content, while managing community conversations on social networks.
- c) Work closely and cooperate with the other staff to stay informed about all event-planning developments to promote events, campaigns, and initiatives as well as incorporate messages into telling the Faith and Life 'story'.

3. Programming and Team Support

- a) Participate in team meetings as required
- b) Additional programming/project requirements will be determined by the Student Life and Success Management Team.

4. 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

- Outstanding written & verbal communication skills
- Working knowledge of social media platforms
- Strong organization, time management and multitasking skills
- Self-motivated and results driven
- Ability to work effectively with the public, and demonstrated presentation skills
- Positive and enthusiastic attitude
- Ability to work independently and as part of a team
- Creative thinking skills

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:

- 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

- 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)