

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, Student Life provided opportunities for everyone in the Brock community to be active and engaged at Brock and within its surrounding communities. We offer programs and services that support campus involvement, leadership development, community engagement, off-campus living and so much more.

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.

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| <b>Job Title:</b>      | <b>Leadership Development Assistant</b>   |
| <b># of Positions:</b> | 1   |
| <b>Duration:</b>       | September 2021 - April 2022   |
| <b>Start Date:</b>     | September 1, 2021   |
| <b>Training:</b>       | September 1 - September 3 (21 hours, paid)<br><b>This is a mandatory condition of employment</b>  |
| <b>Hours of Work:</b>  | 9 hours/week plus 1 hour bi-weekly staff meetings, while classes are in session<br><b>Flexible hours, including evenings and weekends will be required.</b> |
| <b>Hourly Rate:</b>    | \$14.25   |
| <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

The Leadership Development Assistant will help with the administration, planning, development, and promotion of leadership programs for students, student organizations, and student leaders at Brock. This will include helping to develop new and innovative programs and initiatives related to leadership, as well as administration of current programs, such as the Brock Leads program, Building Leaders and Foundations in Leadership Professional Development Series. The Assistant will also be actively involved in the development and delivery of the Brock Student Leadership Summit and will support Golden Key Honour Society and Brock Leaders Citizenship Society as required.

Every Student Life and Success team member will take on the leadership role with various projects and events and will contribute to most events and programming, while also providing team assistance and being flexible as time allows in their workload.

### Duties and Responsibilities

#### 1. Leadership Development & Support

- a) Take a lead role in the development and delivery of the Student Leadership Summit, which is a one-day student led conference on leadership and professional development.
- b) Assist with the creation of leadership skill-development programs and initiatives designed for students and student organizations.
- c) Assist with the facilitation of leadership skill-development programs, including but not limited to Brock Leads and Building Leaders.
- d) Assist with the tracking and assessment of Student Life and Success leadership initiatives
- e) Assist in the promotion and marketing of all Student Life and Success leadership initiatives and work to connect student and student groups to our programs.

- f) Support the student executive teams for the Brock Leaders Citizenship society and Brock's chapter of Golden Key International Honour Society as required.
- g) Answer student and staff inquiries, whether in person, phone or email via the Leadership e-mail account leadership@brocku.ca.

### 2. 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.

### 3. 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.

### 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

- Positive and enthusiastic attitude
- Ability to work independently as well as part of a larger team
- Strong organization and coordination skills
- Ability to work independently and as part of a team
- Creative-thinking and innovation skills as they relate to student events/programming
- Demonstrated communication and presentation 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:

- 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)