

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.

Job Title:	Off-Campus Living Assistant
# of Positions:	1
Duration:	September 2021 - April 2022
Start Date:	September 1, 2021
Training:	September 1 - September 3 (21 hours, paid) This is a mandatory condition of employment
Hours of Work:	9 hours/week plus 1 hour bi-weekly staff meetings, 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 Off-Campus Living Assistant is responsible for providing administrative and programming assistance for Off-Campus Living. The Off-Campus Living Assistant performs administrative logistics related to the smooth operation of the Engagement Communities peer mentorship program for off-campus students. The OCL Assistant will also support Off-Campus Living programming by creating and delivering programs, events, and activities to support students living off-campus and/or commuting to Brock.

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. Off-Campus Engagement Communities

- a) Assist in dealing with administrative logistics for the Engagement Communities program.
- b) Provide support and guidance to Engagement Community Peer Mentors & Senior Leaders.
- c) Keep accurate records for the program, such as membership lists, and assist Peer Mentors with monthly program development.

2. Off-Campus Living Programming

- a) Work with Coordinator, Off-Campus Student Engagement to facilitate increased student involvement and interaction in the community through educational community outreach initiatives.
- b) Work with Coordinator, Off-Campus Student Engagement to develop and execute educational and co-curricular programming for students living off-campus and/or commuting.

- c) Build sustainable relationships with students and campus partners through open and interactive communication to identify and assess programming needs.
- d) Additional programming/project requirements will be determined by the Student Life Management Team and the supervisor for the position, Coordinator, Off-Campus Student Engagement.

3. Off-Campus Student Engagement

- a) Work with Student Life and Success Marketing/Social Media to promote programming and support students living off-campus and commuting.
- b) Assist with the creation and delivery of innovative engagement opportunities to support off-campus and commuter students.
- c) Work to support and promote campus activities, services, and resources through Student Life & Success initiatives.
- d) Work in collaboration with other departments and areas on campus to connect students to available resources, services and programs that will support off-campus students' successful transition into and engagement in student life at Brock.

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

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

- Demonstrated communication skills: listening, written, verbal, facilitation, and presentation.
- Strong interpersonal skills to effectively support Engagement Community peer mentors.
- Ability to work independently as well as part of a larger team.
- Demonstrated skills in the planning and implementation of student events/programming, in-person and/or virtual.

- Creative-thinking and innovation skills as they relate to student events/programming.
- Strong attention to detail.
- Social media proficiency and ability to promote student programming and encourage student engagement through social media and other digital platforms.
- Demonstrated good judgment and problem-solving skills.
- Data entry or administrative experience an asset.
- Computer skills - proficiency with online conferencing tools (Zoom, Microsoft Teams); and strong skills in Microsoft 360, specifically Excel for the purpose of sorting and tracking data.

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)