

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:	Student Life 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 Student Life Assistant team will coordinate and execute activities and events that aim to enhance the student life, community building and orientation programming at Brock University. The team will work closely with other Student Life staff to create, plan, and facilitate events and initiatives for all Brock students, including specific pockets of the University's population such as first-year students. Student Life Assistants will coordinate the logistics of a range of small-scale (e.g. training sessions, social media campaigns, and on-campus blood drives) to large-scale (e.g. Alternative Reading Week and parades) events.

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. Event & Initiatives Coordination

- a) Assist with the coordination of Student Life programs, events, and initiatives, with emphasis on logistics, processes, and risk management techniques while ensuring event goals, such as fundraising commitments, number of participants or volunteers, learning outcomes, etc. are met.
- b) Liaise with on-campus departments and service areas to ensure that room bookings, food orders, and technical/logistic equipment needs are met for all in-person events.
- c) Identify opportunities to collaborate with campus partners, student organizations and community agencies to host and coordinate events.

- d) Identify volunteer and/or participant roles for each event and work with the Community Outreach Assistant during the school year to coordinate the volunteers/participants based on event needs.

2. Student Engagement

- a) Work with SLS Operations Team (Marketing/Social Media) to ensure effective promotion of events and initiatives.
- b) Assist with the creation and delivery of innovative engagement opportunities and campaigns to support student transition; with a special focus on target populations, such as first year students' transition into Brock and on-campus students transition to life off-campus.
- 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 their successful transition into and engagement in student life at Brock.

3. 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.

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

- Positive and enthusiastic attitude.
- Takes initiative.
- Demonstrated communication skills: listening, written, verbal, facilitation, and presentation.
- 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, including strong organization and coordination skills.

- Creative-thinking and innovation skills as they relate to student events/programming.
- 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.
- Computer skills - proficiency with online conferencing tools (Zoom, Microsoft Teams); and strong skills in Microsoft 360.

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)