

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:	Leadership Development Assistant
# of Positions:	1
Start Date:	September 1, 2023
End Date:	April 2024 <i>(end date may vary, typically last date of Winter classes)</i>
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:	\$15.50
Training:	Asynchronous training modules to be completed between August 18, 2023, and September 3, 2023. Mandatory in-person training on Sunday, September 3, 2023. This is a mandatory condition of employment
Eligibility:	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 support and contribute to various projects and events, 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 and facilitation of leadership skill-development programs and initiatives designed for students and student organizations.
- c) Assist with the tracking and assessment of Student Life and Success leadership initiatives

- d) 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.
- e) Support the student executive teams for the Brock Leaders Citizenship society and Brock's chapter of Golden Key International Honour Society as required.
- f) 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 encourage and facilitate 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

Required Skills & Qualifications

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

Brock University recently paused its COVID-19 vaccination and mask requirement although masks are still required in instructional spaces. This decision is subject to change on short notice should the public health situation require it. If the University once again requires all employees working on campus and/or in-person with other employees, students, or members of the public to provide proof that they are fully vaccinated against COVID-19, you will be required to submit proof of vaccination. Those who meet specific and limited medical or human rights accommodation criteria may be required to participate in rapid antigen testing and enhanced screening protocols.

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.
- Facilitation: gain skills in facilitation, public speaking, and leading group discussions.

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)

Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Aboriginal peoples including those who identify as members of First Nations, Inuit and Métis Peoples, members of visible minorities and racialized groups, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons are encouraged to apply.

We will accommodate the needs of the applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process, as outlined in the Employee Accommodation Policy <https://brocku.ca/policies/wp-content/uploads/sites/94/Employee-Accommodation-Policy.pdf>.

Please advise nfinstad@brocku.ca to ensure your accessibility needs are accommodated through the hiring process. Information received relating to accommodation measures will be addressed confidentially.

We appreciate all applications received; however, only candidates selected for an interview will be contacted.