

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, Learning Services provides a variety of academic supports available for all Brock students to support their success. Supports include on-campus and online peer-led academic drop-in, workshops and tutoring as well as instructor-led faculty-request skills workshops, skill development non-credit courses, and special events such as Night Against Procrastination, Resilience and Opportunity Conference, First Generation Trailblazer Conference, and Transfer Connect and Success.

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.

<b>Job Title:</b>	<b>Learning Services Drop-In Tutor</b>
<b>Start Date:</b>	Ongoing - positions are hired throughout the year as needed.
<b>End Date:</b>	April 2024 <i>(end date may vary, typically last date of Winter classes)</i>
<b>Hours of Work:</b>	4-10 hours/week during key points in term (reading break until examination period, D2 & D3) <b>Flexible hours, including evenings and weekends will be required.</b>
<b>Hourly Rate:</b>	\$15.50 - 1 <sup>st</sup> year of service; \$16.00 - 2 <sup>nd</sup> year of service; \$16.50 - 3+ years of service
<b>Eligibility:</b>	Must be a current Brock student and legally able to work in Canada. A minimum overall average of 80% and 82% in the program areas that you will tutor. <b>An up-to-date vulnerable sector clearance is required to work with underage community clients, which can be acquired after joining the team.</b>

### Position Summary

Drop-In tutoring is a great way to make a positive contribution to the Brock community while keeping your memory sharp and developing in-demand interpersonal and problem-solving skills. Drop-In tutoring will be offered on-campus and on-line, at various times during the week.

Learning Services Drop-In Tutors will provide academic support on a small group basis to Brock University students, as well as community high school students. Support areas will reflect programs of study and will focus on general skills (e.g., time management, problem-solving and key concepts in math/science, or research, writing and citation). Drop-In tutors encourage skill development and maintain academic integrity by implementing various instructional strategies and enforcing service guidelines.

An up-to-date vulnerable sector clearance is required to work with underage community clients, which can be acquired after joining the team.

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. Facilitate group tutoring

- a) Work with students 1:1 and in small groups to develop their understanding of subject-specific concepts, theories, and applications.
- b) Support students with their development and implementation of effective learning strategies (e.g. notetaking, studying, time-management) within the contexts of their courses.
- c) Employ best practices of peer learning pedagogy and mentorship.
- d) Support, teach, and apply academic integrity best practices.
- e) Refer students to additional Learning Services programming and supports.

### 2. Programming and Team Support

- a) Promote Learning Services supports and events during Drop-In tutoring sessions, in partnership with Student Life and Success, to help connect students and teaching faculty to our programs, events and activities, as well as other academic resources.
- b) Collaborate with Curriculum Development Specialist to determine Drop-In discussion topics, delivery times, support strategies, and resources.
- c) Collaborate with Drop-In tutor team to establish a peer support network.
- d) Participate in bi-weekly team meetings.
- e) Liaise with faculty related to Drop-In focus to inform programming (e.g., lecture introduction, key course dates and concepts etc.).

### 3. Administration

- a) Track attendance and participation.
- b) Liaise with Office Coordinator and Manager of Learning Services to report on drop-in issues to ensure that programs run smoothly.

### 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.
- A minimum overall average of 80% and 82% in your program area
- Positive and enthusiastic attitude
- Demonstrated enthusiasm and aptitude for teaching and learning
- Willingness to work within a large and diverse team.
- Experience using MS Office Suite (specifically Teams) to support online delivery
- Demonstrates growth mindset, emotional intelligence, and awareness of learning strategies
- Understanding of academic integrity issues, strategies, and best practices
- Strong coaching or mentorship skills
- Strong organization skills
- Excellent judgment, problem-solving, and decision-making skills
- Demonstrated communication skills
- Positive and enthusiastic attitude
- Ability to work independently and as part of a team
- Exceptional customer service skills

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:

- Emotional Intelligence: enhanced self-awareness and increased ability to collaborate with others.
- 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.
- Networking: increased connections with faculty and services.
- Pedagogy: increased understanding and application of teaching, learning, and coaching strategies.

### Additional Benefits

- 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/Employment-Accommodation-Policy.pdf>.

Please advise [nfinstad@brocku.ca](mailto: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.*