



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 - SOCS Assistant
# of Positions:	1
Start Date:	September 1, 2024
End Date:	April 26, 2025 <i>(end date may vary with exams schedules, typically last date of Winter classes)</i>
Training:	Mandatory in-person training will take place on Sunday, September 1, 2024. Additional asynchronous training modules will be required
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:	\$16.55 / hour
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 SOCS Assistant is responsible for providing operational and administrative assistance for the Brock SOCS program, and Off-Campus Living. The Off-Campus Living SOCS Assistant performs administrative tasks and effective customer service to ensure the smooth operation of the Brock Society for Off-Campus Students (Brock SOCS) peer mentorship program. The OCL SOCS Assistant will respond to phone calls, emails, walk-in visitors pertaining to the logistics of the Brock SOCS peer mentorship program. Brock SOCS aims to support off-campus students' academic, social, and mental well-being by providing them with peer-support, social programming and leadership opportunities. The Brock SOCS program will develop and provide opportunities for off-campus students to make stronger connections to each other and to the services and support structures available on-campus and in Niagara. The Off-Campus SOCS assistant will work with students to coordinate community events and involvement opportunities, with a focus on fostering community off-campus. (summary here)

Every Student Life and Success team member will support with 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. Brock Society for Off-Campus Students (Brock SOCS)

- a) Work with Coordinator, Off-Campus Living to assist in dealing with administrative matters for the Brock SOCS program.
- b) Provide support and guidance to the Brock SOCS Peer Mentors.
- c) Keep accurate records for the Brock SOCS program, such as membership lists, and assist Peer Mentors with monthly program development.
- d) Work with Coordinator, Off-Campus Living to coordinate volunteers

- e) Build sustainable relationships with students and campus partners through open and interactive communication to identify and assess programming needs.
- f) Build sustainable relationships with students, and residents through open and interactive communication to identify and assess needs
- g) Work with Coordinator, Off-Campus Living to assist with the administration and development of off-campus educational programming (examples: Welcome Wagon, Good Neighbour Guide, and orientational week events).

2. Marketing & Promotions

- a) Brock SOCS and Student Life and Success events through social media and other means as appropriate
- b) Brainstorm and implement new and creative ideas to create awareness and engage students with all Student Life events and initiatives
- c) Work with other staff to recruit volunteers and/or participants in various Student Life events, programs, or initiatives.
- d) Work with other staff to maintain Student Life and Success' social media presence, voice, and engagement by creating, scheduling/posting, and soliciting new content, while managing community conversations on social networks.

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 both 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.

5. 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 the ability to problem solve
- Strong attention to detail skills
- Exceptional customer service skills in small and large group settings
- Demonstrated interpersonal and communication skills, including public speaking
- Positive and enthusiastic attitude
- Strong organization and coordination skills
- Ability to work independently as well as part of a larger team



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
- Opportunities for professional development, such as 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 \(PDF\)](#).

Please advise ascholtens@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.