



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.

<b>Job Title:</b>	<b>Student Life Assistant</b>
<b># of Positions:</b>	2
<b>Start Date:</b>	May 13, 2024
<b>End Date:</b>	April 26, 2025 <i>(end date may vary with exams schedules, typically last date of Winter classes)</i>
<b>Hours of Work:</b>	<p><b><u>Summer</u></b> (May 13 - September 1) 35 hours/week</p> <p>Evening and weekend hours will be <b><u>required</u></b> while Smart Start is in session and for LEAP sessions in July - August 2024.</p> <p><b>Mandatory in-person training will take place on Sunday, September 1, 2024.</b></p> <p><b><u>Fall/Winter:</u></b> 9 hours/week plus 1 hour bi-weekly staff meetings, while classes are in session</p> <p><b>Flexible hours, including evenings and weekends will be required.</b></p>
<b>Hourly Rate:</b>	\$16.55 / hour
<b>Eligibility:</b>	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 populations (e.g., first-year students). Student Life Assistants will coordinate the logistics for a range of small-scale (e.g., training sessions, social media campaigns, and student programming) to large-scale (e.g., orientation/new student programs, and parades) events.

In the summer, the Student Life Assistants will be responsible for supporting and executing the LEAP summer orientation program, which includes overnight and full-day programs. The Student Life Assistant will also support professional staff in planning campaigns and events for various orientation programs, including welcome week.

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. Event & Initiatives Coordination

- a) Assist with the coordination of Student Life & Success 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 Experience Assistant during the school year to coordinate the volunteers/participants based on event needs.

### 2. Student Engagement

- a) Assist with the creation and delivery of innovative events that support and engage students in the Brock experience, including the planning, development, and execution of creative events for Welcome Week and Frost Week.
- b) Support the planning of and execute the LEAP summer orientation program. LEAP includes up to five overnight programs (varying dates through July and August) and up to two full-day programs for new students. Staff are required to work the LEAP program dates, including overnight stays in residence. These dates will be provided in advance.
- c) 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 students living off-campus in their first year.
- d) Work with SLS Operations Team (Marketing/Social Media) to ensure effective promotion of events and initiatives.
- e) Represent Student Life and Success at engagement events, such as Smart Start, Fall Preview Day and Open House.
- f) 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 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.
- 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/comfortability 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
- 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](mailto: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.*