

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:	Campus-Wide Co-Curriculum (CWC) Administration Assistant
Start Date:	Thursday, August 28, 2025
End Date:	Friday, April 4, 2026 <i>(end date may vary, typically last date of Winter classes)</i>
Hours of Work:	<p>Mandatory Training:</p> <ul style="list-style-type: none"> • In-person training, 7 hours each day, on Thursday, August 28, and Friday, August 29 • Plus 5 hours of online, asynchronous training to be completed prior to August 28. <p>Welcome Week (August 31 – September 7):</p> <ul style="list-style-type: none"> • Up to 15-20 hours during this period, depending on event schedules. <p>Fall/Winter (September 8 – April 4):</p> <ul style="list-style-type: none"> • 9 hours/week while classes are in session, starting September 8 • Attendance at a 1-hour bi-weekly staff meeting is also required.
Hourly Rate:	\$17.20 / hour
Eligibility:	Must be a registered Brock student throughout the term of employment, with a minimum overall average of 65% and legally able to work in Canada

Position Summary

The CWC Administration Assistant will support the administration of the Campus-Wide Co-Curriculum (CWC) and ExperienceBU platform. The Assistant will help to administer the CWC by reviewing and validating self-reported experiences, reviewing events, and linking them to the CWC and help to maintain an accurate, quality system by reviewing events and organization pages in the system for accuracy and quality.

The CWC Administration Assistant, through their administrative tasks, supports overall co-curricular engagement for all students on campus. The CWC Administration Assistant supports students in granting appropriate CWC credit through Experience Requests. They connect students to CWC related events, workshops, etc. on and off campus through their event tagging on Experience BU. The work of the CWC Administration Assistant allows all students to engage productively and efficiently with the CWC.

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.

Responsibilities

Program Administration and Support

- Assist in the overall administration of the CWC, including but not limited to uploading event information and attendance; reviewing and linking events to the CWC; and reviewing self-reported experiences and reflections in the CWC to ensure proper validation and credit.
- Utilize the ExperienceBU database to perform data entry tasks focused on attendance tracking and connecting events to the CWC.
- Use generated data reports to guide outreach and follow-up with on campus groups, while also ensuring interactions are tracked.

Programming and Team Support

- Serve as an ambassador for Student Life and Success, including ExperienceBU and the Campus-Wide Co-Curriculum, by promoting and connecting students and student organizations to these programs, our events and activities, as well as other campus and community resources that support their success and student engagement.
- Help build a community by providing a welcoming and resourceful presence for a diverse student body, helping to form relationships and connections among students, faculty, and the general Brock community and encourage and facilitate engagement in student life at Brock University.
- Participate in bi-weekly team meetings
- Additional programming/project requirements will be determined by the Student Life and Success Management Team.

Other duties as assigned

Additional Information

Although primarily an on-campus position, this position may include online duties to align with Student Life and Success hybrid service delivery model. Communication, student support, and activities may be conducted using a variety of online tools.

Required Skills & Qualifications

- Familiarity with ExperienceBU and the CWC is required
- Data entry or administrative experience is an asset
- Experience using MS Office Suite (specifically Excel) for data entry
- Attention to detail and strong systems thinking required

- Strong skills in time management, adaptability, and collaboration
- Social media proficiency and ability/comfortability to promote student programming and encourage student engagement through social media and other digital platforms.
- 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:

- Administration: gain experience with data entry and enhance attention to detail and organization skills.
- 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

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](#).

Please advise studentlife@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.